

HARDWARE SUPERVISOR

DEFINITION

Oversees the overall lock department operations of the District, including the installation, adjustment, maintenance, repair, and replacement of all types of locks, lock hardware, and electronic access.

TYPICAL DUTIES

Supervises, plans, assigns, schedules, coordinates inspects, and certifies completion of lock-related operations performed by District and contract personnel involving the construction, maintenance, repair, and alteration of facilities. These operations include but are not limited to the installation, adjustment, replacement of locks, electronic access and other types of related hardware, such as door closers and panic bars; the changing of lock combinations; the making of keys; the opening or removal of locks which cannot be opened by ordinary means; and maintains related records.

Monitors the fiscal management of the unit.

Develops, reviews, and revises work schedules with the concurrence of other craft supervisors, principals, and administrators.

Plans, coordinates, and schedules projects with community representatives, contractors, vendors, and the public.

Prepares correspondence, reports, procedures, and policies.

Interprets applicable building, life-safety, ADA, fire, and State codes for District personnel.

Estimates material and labor costs for required work.

Plans and prepares the keying schedules for new schools and building additions.

Manages the District's multi-level master key systems.

Conducts comprehensive reviews and analyses of security plans for compliance with policy, standards, and procedures within the parameters of the lock department.

Evaluates the quality of locks and related hardware and ensures conformity to specifications.

Writes job material requisitions for stock and nonstock items and maintains inventory control.

Researches or arranges for testing of new products.

Advises construction inspectors as to compliance of hardware-installation work with contract documents, specifications, and applicable building codes.

Trains and orients work crews in the proper and safe use of tools, equipment, and materials, and implements safe work practices.

Allocates resources for projects.

Investigates accidents and develops and implements corrective and preventative measures.

Identifies and evaluates equipment, supplies, techniques, and systems.

Ensures compliance with procurement procedures.

Coordinates resolution of construction project issues in accordance with District policy, applicable laws and regulations.

Enters work order and requisition data utilizing computer systems.

May act in place of a higher-level supervisor or manager in case of absence.

May participate or assist in obtaining contracts from private vendors.

May interact with, coordinate, and inspect the work of contractors.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Hardware Supervisor oversees the overall lock department operations of the District by supervising, assigning, inspecting, and evaluating the work of the assigned staff; providing technical direction to site-based staff; monitoring, inspecting, and reviewing work performed by contractors.

An Area Facilities Services Director is the administrative head of personnel assigned to perform routine and preventative maintenance, smaller construction projects, and custodial operations for a designated Maintenance and Operations area.

An Assistant Hardware Supervisor is responsible for locksmith activities which include supervising, planning, scheduling, and participating in locksmith work in a geographic area.

A Senior Craft person assists a supervisor or manager in overseeing the overall respective operations in a designated Maintenance and Operations area.

SUPERVISION

General supervision is received from a Complex Project Manager or a higher-level supervisor or manager. Technical direction is received from a Carpentry Technical Supervisor. General supervision is exercised over lower-level employees such as Assistant Hardware Supervisors, Senior Locksmiths, Locksmiths, and Maintenance Workers.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of organization and personnel management
- Pertinent employee health and safety laws, regulations, labor contract provisions, and District policies and procedures
- City, County, State, federal and other codes, laws, and ordinances pertinent to locksmith work
- Applications and types of doors and frame construction
- Applicable life-safety, ADA, and building codes
- Design, construction, installation, and maintenance of all types of locks, locking devices, and related hardware
- Practices, processes, materials, and tools of the locksmith trade
- City and County Fire Department Regulations concerning building exit requirements
- Microsoft Word, Excel, and Outlook

Ability to:

- Read and interpret blueprints, plans, drawings and specifications
- Enter and retrieve information using computers
- Recognize, analyze, and deal effectively with problems and issues
- Supervise, coordinate, train and evaluate the work of direct and non-direct reporting personnel
- Manage through direct reporting personnel
- Inspect newly installed finish hardware for compliance with standards and specifications
- Work effectively with administrators, other District personnel and the public
- Estimate costs of material and labor
- Communicate effectively, both orally and in writing
- Work well under pressure of multiple priorities and short deadlines
- Maintain confidentiality

Special Physical Requirements:

Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, pull, and lift up to 50 pounds in inspecting or assisting projects when needed
Ability to work safely at heights of 20 feet including the use of ladders, scaffolds, and other related equipment
Ability to work safely in confined spaces
Manual dexterity for rekeying procedures
Visual acuity to read drawings and figures

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by adult school or college-level courses in supervision or successful completion of the LAUSD's Organizational Excellence Branch's Exceptional Supervisor Certificate Program I.

Experience:

Four years of experience as a Locksmith, including one year of experience as a Los Angeles Unified School District Senior Locksmith, Assistant Hardware Supervisor, or equivalent commercial/institutional experience, or higher-level related experience.

Special:

A Facilities Planner Program Certificate is required by completion of the probationary period.
A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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