

JOB DESCRIPTION

JOB TITLE: TOOL CRIB ATTENDANT
OCCUPATION: Skilled Craft Workers (07)
FLSA STATUS: Non-Exempt (Union)
JOB CODE EXT: TCATTN-0001
POSTING DATE:

A. OVERALL PURPOSE/SUMMARY

Under general supervision, is responsible for operating and maintaining a tool crib and perform related work as required.

B. SCOPE OF DEPARTMENT

Maintenance

C. INTERFACES

Internal:

Interface with District personnel throughout the organization

External:

Interface with the vendors

D. ESSENTIAL JOB FUNCTIONS/PRIMARY ACCOUNTABILITIES

Performs any combination of (but not limited to) the following duties according to specific department guidelines:

1. Issue tools and equipment to maintenance personnel while recording the issues and returns.
2. File, index and update inventory cards and record tools received from stockroom.
3. Inspect new and repaired tools and equipment for proper operation.
4. Write requisitions and tallies for the repair or replacement of tools.
5. Write transmittals for the release of tools and equipment to vendors for repair.
6. Perform inventory as required.

7. Perform necessary preventive maintenance and repairs on tools and equipment.
8. Perform general cleanup, clerical or maintenance work incidental to the operation of the tool crib.
9. Observe safe work practices.

JOB SPECIFICATIONS

E. EDUCATION/EXPERIENCE

Minimum Requirements

1. Graduation from high school or trade school and one year of experience in mechanical maintenance. Additional related education may be substituted for work experience.
2. Good knowledge of machine shop and mechanical maintenance tools and their repair.
3. Ability to communicate orally and in writing. Ability to keep simple records and make arithmetic computations accurately.
4. Some skill in the operation of a typewriter.

ADDITIONAL NOTES:

- To be considered for this position, all diplomas, licenses and other credentials must be on file before bidding closes.
- The above is intended to describe the general content and requirements of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.
- As per the Americans with Disabilities Act, “essential functions” are those fundamental duties an individual *must* be able to perform. They are a direct link to the reason why the job exists. “Non-essential” functions are performed *occasionally*. The *asterisk represents “non-essential” functions.