



JOB TITLE: TOOLROOM/INSTRUCTIONAL EQUIPMENT ATTENDANT

Classification: Classified
Salary Range: 24

Retirement Type: PERS*
Board Approved: March 20, 2000

BASIC FUNCTION:

Under the direction of an assigned Dean or supervisor, repair, maintain, check in and out and maintain records related to tools and equipment in an assigned area such as Industrial Education, Electronic Education or Maintenance and Operations; maintain tool/equipment room in a clean and orderly condition.

REPRESENTATIVE DUTIES:

Check out tools, equipment and supplies to students, faculty or staff in an assigned area such as Industrial Education, Electronic Education or Maintenance and Operations.

Operate specialized hand and power tools and equipment in accordance with health and safety regulations.

Maintain records related to materials issued, inventory and stock control.

Repair, adjust, calibrate and assure proper operation of tools and equipment used in assigned area; refer major repairs to supervisor or technical personnel as appropriate.

Maintain tool and equipment storage areas in a clean and orderly condition; recommend new tool/equipment sources and procedures as needed.

Assist in budget preparation for assigned area regarding tools and equipment and in ordering tools, equipment and supplies as assigned.

Maintain current knowledge of new equipment and technological advances in assigned area.

Service, adjust and repair maintenance and operations equipment including vacuums, mowers, sprayers, floor machines and other equipment; mix cleaning and disinfectant solutions as assigned.

Maintain and make minor repairs on voltmeters, amplifiers and other electrical equipment used in Electronic Education; calibrate meters, signal generators and power supplies.

Maintain and repair Industrial Education equipment; charge batteries and replace saw blades and filters; sell supplies and materials to students and maintain related records.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school and one year of experience in stock work including the operation and repair of equipment and tools in specialty area.

OTHER QUALIFICATIONS:Knowledge/Areas of Expertise:

Operation, use and maintenance of tools and equipment used in electronic or industrial shops or maintenance/operations work.

Nomenclature and terminology used in the assigned area.

Inventory control procedures.

Record-keeping techniques.

Methods, tools and materials used in the repair and maintenance of assigned equipment.

Proper methods of storing equipment, materials and supplies.

Health and safety regulations.

Safe and proper use and storage of hazardous and toxic substances.

Abilities/Skills:

Repair, adjust, calibrate and maintain tools and equipment used in the specific area assigned.

Maintain tool room in a clean and orderly condition.

Operate specialized tools and equipment safely and effectively.

Maintain routine records.

Understand and follow oral and written directions.

Work cooperatively with others.

Establish and maintain cooperative and effective working relationships with others.

WORKING CONDITIONS:

Standing for prolonged periods of time to operate and weld equipment to repair shop apparatus.

Standing for prolonged periods of time to service air compressor.

Sitting and standing for prolonged periods of time while repairing equipment.

Able to move to retrieve a variety of tools and equipment within the work area.

Standing, stooping and sitting for prolonged periods of time.

Crouching/ squatting to lift objects up to 35 lbs.

Crawling in tight spaces to repair welding machines.

Push or pull hydraulic pallet mover.

Grab and reach objects above shoulder height.

Hand and finger dexterity to grab, twist and screw small components.

Lift and carry objects up to 35 lbs.

Exposed to a variety of chemicals, solvents and fumes.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.