



JOB TITLE: TOOLROOM/INSTRUCTIONAL EQUIPMENT TECHNICIAN

Classification: Classified
Salary Range: 31

Retirement Type: PERS*
Revised/Board Approved: June 20, 2022

BASIC FUNCTION:

Under the direction of an assigned Dean or supervisor, maintains and makes moderately complex repairs to tools and equipment in an assigned studio, lab, or other instructional-related facility. Incumbents in these positions also check tools in and out to students and faculty, recommend new and replacement equipment, and purchase and keep an inventory on all necessary tools and equipment for their assigned areas. Work at this level requires substantial knowledge in the operation and repair of tools and equipment in the designated specialty area.

REPRESENTATIVE DUTIES:

Perform moderately complex repair and maintenance on tools and equipment.

Repair and maintenance of a wide range of shop equipment, parts, and tools.

Repair and maintenance of electronic equipment used in classroom studios, labs, or other instructional-related facility.

Adjust, calibrate, and assure proper operation of tools and equipment used in assigned area; configure and/or repair computer hardware and install and upgrade various software programs.

Check out tools, equipment, and supplies to students in an assigned area.

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

Collaborate with supervisor and provide input during budget preparation including making projections regarding tool and equipment needs for the year.

Recommend new and replacement tools and equipment as necessary and research which vendors offer the best products for the best price.

Set up labs for classroom work, assist students with operation of tools and equipment while in the lab, and monitor the labs for safety hazards.

Purchase all necessary supplies for assigned area and is responsible for organizing, preparing, and keeping an inventory on all tool room equipment and supplies.

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

Perform other related duties as assigned or as requested.

JOB QUALIFICATIONS:Education and Experience:

High school diploma or GED.

Three (3) years of experience with the operation and repair of equipment and tools in specialty area.

OTHER QUALIFICATIONS:Knowledge/Areas of Expertise:

Intricate knowledge of tools and equipment in specialized area in order to perform the job at a fully competent level.

Nomenclature and terminology used in assigned area.

Inventory control procedures.

Proper method of storing materials, equipment, and supplies.

Health and Safety Regulations.

Abilities/Skills:

Basic computer skills.

Ability to operate industrial equipment in a classroom, lab, studio, or other instructional facility.

Ability to maintain accurate and up-to-date records.

Ability to understand and consistently follow policies and procedures.

WORKING CONDITIONS:

Extended periods of time standing.

Working closely with tools and equipment that may cause personal injury if not used appropriately.

Ability to carry up to 50 lbs.

Ability to move from one work area to another as needed.

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