SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: TOOL ROOM ATTENDANT

BASIC FUNCTION:

Under the direction of the Dean of Business and Technical Studies, provide assistance to students and instructors of automotive classes by checking tools in and out to students, assisting in the maintenance of tools and inventory of supplies and equipment and preparing and maintaining a variety of requisitions, records and files.

REPRESENTATIVE DUTIES:

Check tools in and out to students enrolled in various automotive courses. E

Maintain records of tools in use; check tools and equipment for defects or damages when returned; maintain daily inventory of tools. E

Maintain and update supply catalogs; prepare requisition orders for new and replacement supplies and equipment; receive, assign sequence numbers, engrave and store new tools. E

Perform minor repair of tools and equipment; arrange for major repairs according to established guidelines. E

Assure that tool room is maintained in a safe, secure, orderly and clean manner. E

Check security of the automotive shop area; report discrepancies as necessary; assist in assuring safety precautions and rules are observed. E

Operate a variety of hand-operated power tools; explain general use to students as requested. E

Fill out customer repair orders; forward repair orders to appropriate instructor; assist in completing repair orders as necessary.

Make tool and storage boxes as necessary.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Nomenclature, operation and maintenance of tools, equipment and materials used in automotive classes.

Tool room operations and procedures.

Safety regulations precautions and procedures.

March 1995 Ewing & Company Record-keeping techniques.

Oral and written communications skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Issue tools and maintain records of use.

Make minor repairs of tools and equipment.

Inventory, store and maintain tools and equipment.

Work independently with little direction.

Establish and maintain effective and cooperative working relationships with others.

Plan and organize work.

Train and provide work direction to others.

Maintain records and prepare reports.

Understand and follow oral and written directions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience within an auto shop or instructional setting with demonstrated experience utilizing tools and equipment used in the instructional program.

WORKING CONDITIONS:

ENVIRONMENT:

Shop environment.

PHYSICAL ABILITIES:

Lifting, carrying and pushing heavy objects.

Dexterity of hands and fingers to operate and repair various tools and equipment.

Hearing and speaking to exchange information regarding proper uses of tools and equipment.

HAZARDS:

Working around and with equipment having moving parts.