



TOOL ROOM ATTENDANT

FC: UA180
PG: MWII

PC: 201
BU: 01

Created:

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, picks up, expedites, delivers and provides for the proper storage and disposition of materials, including hazardous materials and parts required for various maintenance activities; issues tools and repair parts for a specified shop; keeps inventory records; researches for vendors and tracks purchase orders, and performs related duties as assigned.

CLASS CHARACTERISTICS

This class is responsible for the pickup and delivery of automotive and equipment parts and materials to the proper maintenance shop location and for the issuance and maintenance of parts in a maintenance shop. The class is responsible for controlling and reconciling the shop credit card. The work involves acknowledging the receipt of materials obtained and delivered and the maintenance of basic computerized inventory control of an extensive range of diversified equipment records; and tracking purchase orders. This position is also responsible for liquid propane servicing. This class is distinguished from Storekeeper in that the latter is responsible for the receipt, storage and disposition of equipment, materials, supplies and parts at varied central stores locations.

REPORTS TO

This position reports to the Manager of Automotive and Equipment Maintenance.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Researches vendor manuals, specifications, material standards and related documents to locate and evaluate materials availability and characteristics.
2. Tracks in-state and out-of-state purchase orders along with pricing and vendor part availability, which involves monthly reconciliation to accounting records.
3. Reads and interprets diagrams, specifications and schematics.
4. Locates availability of material and vendor and picks up and delivers a variety of automotive and equipment parts and materials in support of shop maintenance and repair activities.
5. Inspects items received against packing lists and acknowledges receipt of parts and materials received; assists in maintaining the automotive tools and parts inventory. Evaluates user

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- needs and requirements for tool, parts and equipment; assists in controlling and issuing maintenance parts and materials upon receipt of proper requisition.
6. Delivers items to predetermined destinations and obtains receipts and proper signatures for items delivered.
 7. Loads, unloads and moves materials and parts using hand trucks, forklifts, and other material handling equipment.
 8. Picks up and delivers parts for repair to repair shops; maintains logs of tools and equipment loaned to shop and field maintenance personnel.
 9. Maintains basic computerized records relating to supplies, parts, materials, bulk fuel and equipment.
 10. Maintains current inventory records and identifies materials for various projects and maintenance records. Identifies inventory levels, specifies minimums and reorder point. Recommends adjustment of inventory levels and/or addition of parts and supplies to stock.
 11. Inspects tools and equipment and may perform minor repair, if required.
 12. Maintains log of automotive parts and price information.
 13. Maintains records of hazardous material inventory, alarm systems check of containers and pickup of material.
 14. Provides liquid propane servicing (portable tank refilling).
 15. Keeps stock area clear and in an orderly condition.
 16. As provided by the District, maintains awareness of new developments and/or regulations for handling of hazardous materials.

QUALIFICATIONS

Knowledge of:

Methods and practices used in storing and issuing parts and tools.

Principles of and the use of equipment related to material handling.

Vendor manuals, specifications, material standards, and related documents to locate and evaluate materials availability and characteristics.

Basic tracking of purchase order status.

Diagrams, specifications and schematics.

Safety procedures for lifting and moving heavy objects.

Basic mathematical calculations.

Basic inventory control and inventory record keeping principles and practices.

Inventory computer software.

California traffic laws and regulations.

Approved methods and techniques for handling, storing and disposing of hazardous materials.

Skill in:

Understanding and carrying out oral and written directions.

Reviewing automotive and equipment, parts and materials picked up, delivered and issued for conformance to packing lists and logs.

Maintaining organized and accurate records and files.

Making accurate mathematical calculations.

Completing forms accurately and completely.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Using a computerized inventory control record keeping system.

Reading and interpreting diagrams, specifications, and schematics.

Reading and interpreting street maps.

Driving a motor vehicle skillfully and safely.

Handling, storing and disposing of hazardous materials.

MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma, GED or recognized equivalent.

Experience:

One (1) year (full-time equivalent) experience in inventory control and record keeping of automotive and equipment, tools, parts and related equipment

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

Must be able to operate a 5,000-lb. forklift.

Must be physically able to stand, walk, bend, stoop twist, lift, carry and move parts and materials weighing up to 50 pounds and maneuver heavier weighing items with the proper material handling equipment.

Must be able to understand, read, and communicate in English.

WORKING CONDITIONS

Environmental Conditions:

Shop environment; exposure to computer screens noise and dust, exhaust fumes, highway and street hazards.

Physical Conditions:

Requires maintaining physical condition necessary for standing, walking, sitting, bending, twisting, and stooping for prolonged periods of time; lifting, carrying, and moving tools, parts and materials weighing up to 50 lbs. and maneuvering heavier weighing items with the use of proper material handling equipment.