

Tool Room Attendant

Basic Functions

Under the direction of the appropriate Dean, schedule, maintain and issue supplies and equipment utilized for instructional purposes; assign tools and equipment to students and staff during laboratory activities.

Representative Duties

1. Maintain storeroom and inventory records, equipment, supplies and other materials. *E*
2. Receive, issue, store and care for laboratory, classroom, shop, tool room or other instructional material and maintain facilities in a clean and orderly condition. *E*
3. Assist Laboratory Specialist with cleaning facility related to instructional use. *E*
4. Ensure tools and equipment are working properly and properly maintained. *E*
5. Report any tool/equipment issues to supervisor. *E*
6. Receive and greet visitors to the Automotive Department and provide routine information regarding the department and its activities. *E*
7. Prepare appropriate paperwork for daily operations of Automotive Department. *E*
8. Arrange and schedule meeting rooms for special events and activities in the Automotive Department; assist in set-up of activities or special events inside or outside the Automotive Department.
9. Provide information in person or by telephone regarding college and program specific policies and regulations when necessary.
10. Perform related duties as assigned.

Knowledge and Abilities

Knowledge of: Principles, practices, procedures and equipment related to area of specialty; materials safety regulations involving area of specialty; hazardous materials storage and handling; record-keeping techniques; correct English usage, grammar, spelling, punctuation and vocabulary; district organization, operations, policies and objectives; technical aspects of field of specialty; oral and written communication skills; interpersonal skills using tact, patience and courtesy.

Ability to: Perform specialized and technical duties to assure efficient tool room operations; provide information and assistance to students and staff; assure the care and security of assigned equipment, materials and supplies; maintain instructional equipment in proper working order; issue and receive equipment and supplies; plan and organize work; understand and follow oral and written directions; work independently with little direction; communicate effectively both orally and in writing to exchange information; establish and maintain effective working relationships with others; meet schedules and time lines; maintain records and prepare reports; operate laboratory equipment; research new methods, materials and equipment related to assigned subject area; reach overhead, above the shoulders and horizontally; bend at the waist; stand for extended periods of time. Lift and maneuver objects weighing 20 pounds unassisted and occasionally up to 40 pounds with assistance.

Education And Experience

Any combination equivalent to graduation from high school, supplemented by successful completion of some college level coursework with a grade of "C" or better in a related subject area and two years' experience in field of specialty with at least one year experience in a laboratory setting or work environment directly associated with the assignment.

Licenses And Other Requirements

Valid California driver's license and must have an acceptable driving record and qualify for insurability by the District's insurance carrier.

Working Conditions

Environment: Laboratory environment. Subject to exposure to chemicals and other harmful substances.

Employment Status

Bargaining Unit Position

E = Essential Functions

Range 9

Board of Trustees Approved: 4/21/17