

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

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|------------------------|---------------------|------------------------|---|
| TITLE: | Tool Room Worker | CLASSIFICATION: | Classified Non-Management (SEIU/Operations Support) |
| SERIES: | None | FLSA: | Non-Exempt |
| JOB CLASS CODE: | 0459 | WORK YEAR: | 12 Months |
| DEPARTMENT: | Adult Schools | SALARY: | Range 32 Salary Schedule C |
| REPORTS TO: | Assigned Supervisor | BOARD APPROVAL: | 12-01-69 |
| | | HR REVISION: | 04-26-12 |

BASIC FUNCTION:

Perform routine tool room duties, and receive, store, and issue a wide variety of tools, equipment, materials, and repair parts; responsible for the care and maintenance of a tool room.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Maintain records of tools, equipment, materials, and repair parts. **E**

Maintain perpetual inventory records, and take annual inventory of tools, equipment, and supplies; account for the return of tools and equipment from students and staff. **E**

Inform students and staff about the rules and regulations regarding lost, broken, or stolen tools and equipment; ensure that students make restitution accordingly. **E**

Engrave tools for identification; perform minor repair and adjustment of tools and equipment, and may perform simple grinding of hand tools. **E**

Determine layout of the tool room; maintain a clean and orderly condition. **E**

Observe stock levels; consult catalogs and vendors to order automotive or repair parts; procure tools and equipment; assist in requisitioning items; receive parts and resolve receiving problems from vendor. **E**

Operate a computer and software; write simple reports, instructions, descriptions of tasks, and related information, which may require simple computations. **E**

May keep records of materials charged to jobs, request and sign off on purchase orders; may give out approved information regarding repair work and other matters; may issue and receive keys, and maintain a library of parts catalogs and repair manuals. **E**

May perform related duties, such as checking and distributing shipments, compiling requisitions, and arranging for the repair of tools and equipment; sell work rags and safety glasses to students; lift and carry light to moderately heavy objects. **E**

Operate a motor vehicle to obtain parts need for program. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and one year of experience in a tool room, parts room supply, or tool equipment inventory control operation, or in the use and maintenance of tools, preferably with the tools and materials used in a variety of trades and crafts.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license; provide personal automobile and proof of insurance.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Tools, types, uses, materials, and equipment used in the automotive industry.

Use of trade manuals and parts catalogs.

District purchasing procedures.

Safe practices in the use of grinders, hand tools, and safety equipment.

Operation of a computer and related software.

Tool room operations, procedures, and security inventory control.

Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.

Receive, store, and issue a wide variety of tools, equipment, materials, and repair parts.

Perform tool room operations with speed, accuracy, and safety.

Make the proper selection of tools required, and make substitutions in materials and tools when appropriate.

Service and make minor adjustments and repairs to a variety of tools.

Note hazardous conditions in tools and power equipment and take appropriate action.

Operate a computer and related software.

Maintain records and inventory; prepare requisitions.

Secure tools and equipment according to rules and regulations.

Lift and carry light to moderately heavy objects according to safety regulations.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Understand oral and written directions.

Work cooperatively with those persons contacted in the course of work.

Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Shop conditions; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information; dexterity of hands and fingers to operate a computer keyboard and repair tools and equipment; see to read and view a computer monitor; stand for extended periods of time; grasp, push, pull, lift, and carry moderately heavy equipment and supplies; bend at the waist, and reach overhead, above the shoulders, and horizontally.

SAMPLE HAZARDS:

Exposure to paint and automotive fumes and odors, grease, oil, and chemicals.

(Former Title: Tool Room Attendant)

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date