STATE CENTER COMMUNITY COLLEGE DISTRICT
TOOLROOM ATTENDANT

DEFINITION

Under direction receives, stores, maintains, repairs and issues supplies and equipment.

DISTINGUISHING CHARACTERISTICS

This classification performs varied duties in accordance with general instructions or standard procedures. This position differs from others by the responsibility for specific activities and work being more closely supervised.

EXAMPLES OF DUTIES

Performs a variety of duties including inventory of tools, parts, supplies and equipment, assists in the ordering of supplies and processing of orders upon delivery, including return of unused parts for credit, performing minor maintenance and repairs on tools and equipment, prepare student lab supplies and equipment as requested by instructor, check out and in tools and equipment. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Formal and informal education equivalent to completion of the twelfth grade.

Experience: Experience maintaining and repairing a variety of tools.

Knowledge and Abilities: Knowledge of various tools and their uses, basic electrical principles sufficient to make electrical repairs, engine rebuilding and repairs, general needs and behaviors of students, tool room storage operations and procedures. Skill to setup and maintain records on students and inventory, perform simple mathematical calculations, operate various equipment found in machine shops, perform minor carpentry, welding, and engine repairs. Ability to receive and follow instructions and appropriately interact with students, staff, faculty, and the public. Ability to learn and apply college and district policies and procedures.