

Position Description
Senior Toolkeeper
Department: Aircraft/Industrial Technology

POSITION PURPOSE

The Senior Toolkeeper receives, records, and disburses of a wide variety of tools, materials, and supplies from a shop supply room.

NATURE AND SCOPE

The Senior Toolkeeper is responsible for obtaining supplies and maintaining tools and equipment to support class instruction.. Other decisions, such as purchasing special supplies and equipment beyond established budgets, are referred to a higher authority.

EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES

1. Supervises and performs as necessary required tool maintenance and repair, and promotes the safe use of tools, equipment, and machinery to support school programs.
2. Checks out and accepts returns of tools, equipment, and supplies.
3. Orders repair parts and materials; services mechanical, electrical, and hydraulic tools, making minor repairs and adjustments as necessary.
4. Observes stock levels and requisitions new items as necessary.
5. Maintains accurate records of tools and equipment used by students and instructors; maintains perpetual inventory and takes regular physical inventories of tool room.
6. Maintains library of parts catalogues and repair manuals.
7. Assigns appropriate locations for various items (i.e., families of items); maintains tool room in a clean and orderly condition.
8. Supervises and trains assistants to ensure fast and accurate service to students and faculty.
9. Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

Knowledge of District policies and procedures
Knowledge of aircraft specifications and maintenance
Identify, use, and care of tools, materials, and equipment
Use of trade manuals, parts catalogues, and supply sources
General safety precautions and procedures

EMPLOYMENT STANDARDS (cont'd.)

Skills and Abilities:

Use of a variety of trade tools and equipment used in skilled trades

Basic mathematical abilities

Excellent written and oral communication

Excellent interpersonal skills

Management, organizational and supervisory skills

Education and Experience:

H.S. diploma

2-4 years experience in the operation of a large, complex, tool room or parts room; experience with the tools and materials used in a variety of trades and crafts is desirable

Working Conditions:

Aircraft tool shop

Occasional and intermittent exposure to mechanical, chemical, and/or physical factors which are generally protected against or predictable

Perform heavy manual labor

Ability to lift in excess of 100 lbs.