

PERALTA COMMUNITY COLLEGE DISTRICT – June, 2004

CLASSIFIED JOB DESCRIPTION

**TOOLROOM KEEPER I
(IUOE Local 39 Salary Range 29)**

**Automotive – Job Code: 166
Aviation – Job Code: 155
Welding – Job Code: 271**

CLASS PURPOSE

Under general supervision, Toolroom Keeper I performs journey level toolroom duties and is assigned in one program designation.

(Current designations are: Autobody and Paint, Automotive Technology, Aviation Maintenance Technology, Aviation Operations, Diesel Mechanics, and Welding.)

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Supervises and personally participates in checking supplies, materials, parts, and hand and power tools in and out to students and instructors, including the maintenance of appropriate records and logs.
- Trains and supervises student assistants.
- Repairs and maintains tools and equipment.
- Orders supplies as needed.
- Maintains up-to-date record of consumable supplies.
- Receives incoming materials and supplies and stores them in proper storage area.
- Maintains petty cash fund and deposits daily receipts in conjunction with the College Cashier's Office.
- Writes up job orders.
- Maintains various work order records.
- Cleans office area.
- Takes inventory and assists in preparing the annual requisition for supplies.
- Answers telephone and takes messages for instructors.

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- Supervises, or personally performs duties relating to cleaning, painting and lubricating of equipment.
- Contacts vendors for cost estimates.
- Schedules appointments for repair work.
- Maintains backup documentation on purchase orders, repair orders, invoices, receipts and deposit slips for forwarding to bookkeeper.
- Operates computer to enter work orders and to order supplies.
- Maintains service contracts.
- Maintains records for donations of cars and parts.
- Maintains work orders and Bureau of Auto Repair files.
- Collects and sends out shop coats and towels for laundering.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Any combination of training and experience involving toolroom responsibilities in the designated area that could likely provide the desired knowledge and abilities to perform the duties of the position.
2. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of nomenclature, uses, operation and maintenance of tools, parts and equipment appropriate for the shop to which position is assigned.
- Knowledge of computers and some software programs (e.g., MS Office, MS Word, MS Excel).
- Ability to:
 - Train and supervise student assistants.
 - Repair and maintain tools and equipment used in shop area to which assigned.
 - Issue proper tools, materials and equipment needed by students.
 - Maintain security and records for tool room area.
 - Establish and maintain cooperative working relationships with students and faculty.

ENVIRONMENTAL DEMANDS

- Occasional work performed in confined spaces.
- Occasional work performed with the use of moving equipment.
- Occasional work performed with the use of vibrating equipment.

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- Occasional work performed alone.
- Occasional use of some chemicals.
- Occasional work performed in wet conditions.
- Frequent performed where noise is over 85 Decibels.
- Frequent work performed around and with people.
- Constant work performed in dry conditions.

MENTAL REQUIREMENTS

Must be able to communicate in English (speaking, writing, and reading at a level to safely and effectively perform the essential functions of the position.

PHYSICAL REQUIREMENTS

- Occasional sitting, stooping, kneeling, squatting, and reaching at high and low levels.
- Occasional use of the sense of touch.
- Occasional use of depth perception.
- Occasional use of color vision.
- Frequent standing and walking.
- Frequent lifting up to 75 lbs.
- Frequent carrying up to 75 lbs.
- Frequent pushing up to 75 lbs.
- Frequent pulling up to 75 lbs.
- Frequent use of manual dexterity.
- Frequent use of hearing for speech range and generally for hearing at all ranges.
- Frequent use of sight for reading and for distance.

TOOLS AND EQUIPMENT USED

- Occasional use of hearing protection.
- Frequent use of computers for inventory control, purchasing, invoices and work orders.
- Frequent use of eye protection.
- Frequent use of protection for the head.

Revised: N/A