

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Senior Tool Room Attendant

BASIC FUNCTION: Under the supervision of the area Vice President, controls, issues, and maintains inventories of materials used in the trade and industrial programs

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Checks tools out and in for students.
2. Services and maintains small hand tools and equipment.
3. Services and maintains large and fixed machinery.
4. Repairs, rebuilds, and replaces worn or broken equipment.
5. Demonstrates proper use and operation of equipment.
6. Provides student orientation of shop, tool room and demonstrates laboratory safety procedures.
7. Conducts guided tours of facility.
8. Conducts telephone conversations with students, visitors and vendors.
9. Establishes and maintains tool and equipment maintenance schedule.
10. Develops, maintains, and calculates inventory of consumables and non-consumables.
11. Assists in the preparation and monitoring of General Auto Tech, Auto Body Tech, and MLR Budgets.
12. Researches and generates District requisitions for software, hardware, machinery, and small equipment and hand tools.
13. Communicates with vendors and salesmen daily for purchase and receiving of goods and services.
14. Ships and receives tools, equipment and supplies; picks up and transports supplies and equipment from local vendors.
15. Submits building maintenance requests.
16. Changes and repairs fixtures in tool room and lab areas; replaces light bulbs in same.
17. Cleans and organizes parking compound, lab shop areas and tool room.
18. Operates fork lift.
19. Assists instructors with set up of demonstrations.
20. Maintains MSDS catalogs
21. Assists with inspections from Fire Department, CA-OSHA, Insurance and NATIF.
22. Maintains records of hazardous waste, storage and disposal; schedules hazardous waste removal and transports, cleans and disposes of unwanted scrap metals, parts and junk.
23. Designs, fabricates and manufactures teaching aids, special service tools and displays.
24. Participates in District-provided in-service training programs.
25. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
26. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent.

EXPERIENCE: Two years of closely related experience issuing, storing and receiving a wide variety of tools, parts, and equipment are required.

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LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: Tools and equipment used in the maintenance and repair of motor vehicles, electronic equipment and machining; repairing specialized tools and equipment; inventory procedures; construction, fabrication, and installation of storage fixtures.

ABILITY TO: None.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, instructors, sales personnel, vendors, students, senior project manager, maintenance mechanics.

WORKING CONDITIONS: Tool and equipment room environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.