

**DATE: APRIL 2024**

**FLSA: NON-EXEMPT**

**SALARY: GRADE G**

**CBA DESIGNATION: CLASSIFIED BARGAINING UNIT**

## **TOOL ROOM SPECIALIST**

### **BASIC FUNCTION**

Provides instructional support for trade and industrial programs, and prepares equipment, materials, supplies, and training aids for classroom instruction and student laboratory assignments for the assigned program.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

### **CLASS CHARACTERISTICS**

This classification is responsible for independently performing technical duties in support of the trade and industrial programs. Employees at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

1. Issues tools, supplies, and equipment for student and laboratory use; monitors inventory and use of tools, paint booths, machinery, and equipment in the automotive shop; establishes and implements maintenance schedules for all assigned equipment.
2. Inspects, installs, troubleshoots, rebuilds, repairs, and services small hand tools and equipment, and large and fixed machinery; refers to manuals and schematics to determine and repair causes of equipment malfunction; inspects tools for damage and defects; recommends or sends items out for repair.
3. Communicates with vendors and salespeople for the purchase and receipt of goods and services; ships and receives tools, equipment, and supplies; picks up and transports supplies and equipment from local vendors.
4. Creates instructional aids and props for class sessions; prepares equipment, materials, tools, and supplies required for class sessions and student laboratory assignments; demonstrates equipment technique, processes, and methods for students; conducts orientations on the proper and safe use of equipment, tools, and materials; conducts guided tours of program facilities to potential students and to other educational institutions.
5. Assists in the preparation and monitoring of department budgets; maintains records of program and department purchasing transactions; and assists with inspections.
6. Assists in maintaining a safe, clean, and orderly learning environment to ensure the health and safety of instructors, students, work study assistants, and staff; may lead student workers in cleaning the automotive shop and facilities; maintains large equipment or arranges for their repair and/or replacement; ensures proper storage and handling of hazardous materials.
7. Maintains records of hazardous waste, storage, and disposal; schedules disposal of hazardous waste, and cleans and disposes of unwanted scrap metals, parts, and junk.
8. Fabricates enclosures and support mechanisms for special equipment and machinery.
9. Receives and installs new equipment, machinery, and special tools; operates a forklift to receive and move heavy equipment and deliveries.
10. Participates in District-provided in-service training programs.

11. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Methods, techniques, parts, tools, and materials used in the assigned department.
2. Operation and maintenance of a wide variety of hand, power, and shop tools and equipment common to the trades.
3. Properties of vehicle lubrication systems, including oils and grease, used in servicing and maintaining vehicles and equipment.
4. Shop mathematics.
5. Inventory principles.
6. Safe working practices.
7. Methods and techniques of developing and implementing equipment maintenance schedules.
8. Equipment diagnostic and troubleshooting techniques.
9. Sources for tools and equipment for purchasing purposes.
10. Applicable federal, state, and local laws, rules, regulations, and ordinances.

### **Ability to:**

1. Demonstrate work processes, methods, and techniques to students clearly and effectively.
2. Estimate necessary materials and equipment to complete assignments.
3. Read and interpret manuals, specifications, and drawings applicable to the assigned work.
4. Ensure all tools and equipment are in proper working condition.
5. Monitor and track purchase expenditures for budget purposes.
6. Ensure a sufficient inventory of materials and supplies for lab purposes.
7. Support current student success through informative in-person or virtual interactions with students.
8. Follow organizational policies and procedures relevant to assigned area of responsibility.
9. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
10. Communicate effectively in the course of performing work tasks.
11. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
12. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
13. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

### **Education and Experience:**

Completion of the twelfth (12<sup>th</sup>) grade and two (2) years of experience issuing, storing, and receiving tools, parts, and equipment; or an equivalent combination of education, training, and/or experience.

### **Licenses and Certifications:**

None.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard tool room/laboratory setting and use standard office and

industrial/automotive equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed frequently to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment and to operate and repair laboratory equipment. Employees in this classification frequently bend, stoop, kneel, reach, push, pull, walk, and climb in the performance of daily duties. Employees in this classification occasionally lift, carry, push, or pull materials and objects averaging a weight of 25 pounds or heavier weights of up to 50 pounds with the use of proper equipment and/or assistance from other staff.

The essential functions of this classification must be performed by incumbents with or without reasonable accommodations.

### **ENVIRONMENTAL CONDITIONS**

Employees in this classification work in a tool room/laboratory environment and outdoor instructional area with frequent exposure to excessive noise levels and some extreme temperature conditions; frequent exposure to vibrations, hammering, grinding, and pounding; and frequent direct exposure to hazardous physical or chemical substances which occasionally requires special safety precautions and/or equipment. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.