

TOOLROOM EQUIPMENT ATTENDANT

Advanced Technology, Aeronautics, Motorcycle

DEFINITION

Under general supervision, to receive, store, maintain, repair, order and issue supplies and equipment to students in the Advanced Technology, Aeronautics and Motorcycle programs and perform appropriate custodial duties.

TYPICAL DUTIES

Incumbents organize the layout of tool rooms to provide orderly, efficient and safe storage of supplies and equipment; mark tools for identification; maintain computerized records and inventories of all equipment and supplies; order equipment and supplies; maintain library of manufacturer's manuals and department-designed equipment in laboratory use; prepare materials and equipment for demonstrations; issue supplies, equipment and materials to students; maintain computerized records of student accountability; maintain and serve a variety of equipment; repair and install equipment; may assist in the maintenance of appropriate stock levels; maintain facilities in a clean and orderly manner; and perform related work as required.

QUALIFICATIONS

Promotional

General

Toolroom Equipment Attendant

One year of experience in the Los Rios Community College District as a Stock Clerk, preferably supplemented by course work in the field of Advanced Technology, Aeronautics or Motorcycle Maintenance); OR, two years as a custodian with experience in repair and storage of tools.

1. One year of experience involving the use, maintenance or repair of tools.
2. A Federal Aviation Administration (F.A.A.) Airframe and Power Plant certificate.
3. An AS degree in the field of Advanced Technology, Aeronautics or Motorcycle Maintenance is desired.

KNOWLEDGE OF

Names, proper care and use of tools, materials, and equipment used in the Advanced Technology, Aeronautics and Motorcycle programs; tool room storage operations, computer skills and lab procedures.

ABILITY TO (ESSENTIAL FUNCTIONS)

Perform the basic functions of the position; identify and work with equipment, tools and materials common to advanced technologies, aeronautics and motorcycles; issue tools and maintain necessary computerized records; organize tool room for safe and efficient storage of equipment and tools; service and maintain tools and equipment; set up and prepare lab electrical and mechanical instructional aids; understand and follow oral and written instructions; read and write at the level required for successful job performance and have basic computer and internet skills: work effectively with others, oversee and train student workers; work irregular or extended hours to include nights, days, weekdays, and weekends on and off campus.

SPECIAL REQUIREMENTS

Possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Any offer of employment is contingent upon the successful completion of a medical evaluation.

Physical and Environmental Factors: Stand and maneuver for long periods; bend at waist and knees; stoop and crouch; climb ladders; regularly work with or around hazardous materials (may include pesticides, degreasing cleansers, etc.); occasionally work on slippery surfaces, come in contact with oil or grease, and/or work around loud noise, such as running aircraft and motorcycles; lift heavy objects with and without assistance (objects are sometimes elevated from the floor level to above the shoulders); reach, grasp, pull, push equipment across various types of surfaces.