

San Diego Community College District

NANC JOB DESCRIPTION

Title: Tool Room Attendant

Unit: Non-Academic/Non-Classified Service

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Job Code: N1840

Original Date: 04/2018

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

FUNCTION:

Under the direction of an assigned supervisor, receive, store, and issue tools and equipment; may conduct routine ordering, procurement, and delivery activities.

DESIRABLE QUALIFICATIONS:

Knowledge of storekeeping methods and practices, inventory and quality control, specialized terminology and procedures of assigned area, operation and use of computers and basic software applications necessary for area of specialty, and record-keeping techniques. Ability to apply rules, regulations, and safety practices related to the use and operation of tools and equipment, maintain accurate and timely records, understand and follow oral and written directions, establish and maintain effective working relationships with others. Sufficient training and experience to satisfactorily perform assigned duties.

TYPICAL DUTIES INCLUDE:

- Issue, receive, and store items in an orderly and accessible manner.
- Examine and inspect items for wear or defects.
- Maintain inventory of tools and equipment.
- Pick up and deliver items to and from departments.
- Participate in purchasing and repair of tools and equipment.
- Explain relevant policies, procedures, and practices.
- Maintain files and records.