



Tool Room Specialist

Classified Range: 26

Board Approved: 11/18/2021 P. 1|3

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Repairs, maintains, checks in, checks out, and maintains records related to tools and equipment in support of a vocational/technical program.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Checks tools, materials, and equipment in and out to students enrolled in such Career Technical Education classes such as Aeronautics, Automotive, Electronics, Tool and Die, or Welding.
2. Maintains a variety of records related to materials issued, inventory, and stock control.
3. Inspects returned tools, equipment, and materials for completeness and damage; makes repairs or recommends replacement of worn, damaged, or misplaced items;
4. May make minor repairs to small hand tools or gauges; maintains machines and equipment within the division.
5. Assists with inventory by receiving and marking tools and equipment as well as stocking tool room area; loads and/or unloads supplies and equipment as necessary; operates a forklift as needed.
6. Maintains the tool room in a clean, safe, and orderly manner; controls and correctly disposes of scrap and waste items; maintains and arranges for disposal of hazardous materials and waste.
7. Maintains security of tool room; opens and/or closes tool room facility including arming or disarming alarm; opens and/or closes tool access windows.
8. Performs other duties related to the primary job duties.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**



Tool Room Specialist

Classified Range: 26

Board Approved: 11/18/2021 P. 2|3

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**



Tool Room Specialist

Classified Range: 26

Board Approved: 11/18/2021 P. 3|3

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

- Equivalent to the completion of high school.

Experience:

- Two (2) years of experience that demonstrates knowledge of and familiarity with a variety of tools.

License or Certificates:

- Possession of, or ability to obtain a valid forklift certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a shop environment; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; works near moving mechanical parts.

Physical: Primary functions require sufficient physical ability and mobility to work in a shop environment; to walk, stand and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to heavy amounts of weight up to 50 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate assigned equipment; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.