



Tool Room Supervisor

Management Range: I

Board Approved: 02/08/2007

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*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

Under general supervision, coordinates the overall tool room operation which supports vocational/technical programs; supervises classified and student employees; performs related duties as required.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Selects, trains, and supervises classified and student workers; prepares work schedules.
2. Prepares annual budget requires for tool room supplies and equipment; prepares requisition within appropriation constraints; organizes and coordinates inventory of equipment and material.
3. Devises record-keeping systems; prepares reports as required.
4. Checks tools, materials, and equipment in and out to students enrolled in such shop classes as aeronautics, automotive, electronics, tool and die, or welding.
5. Maintains record-keeping system of tools and equipment in use; maintains other records as necessary such as supply inventory.
6. Maintains the tool room in a clean, safe and orderly manner.
7. May maintain shop equipment and make necessary repairs.
8. Provides temporary and vacation relief in similar occupational fields as necessary.
9. Maintains shop equipment and makes repairs with guidance from the faculty chairs.
10. Monitor the hazardous materials/waste program.
11. Setup and monitor the preventative maintenance program in conjunction with the faculty chairs.

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.

Knowledge of:

- Working knowledge of work scheduling and supervision principles
- Budgeting and estimating stock requirements.
- Effective and efficient record-keeping methods.
- Considerable knowledge of the types, uses, and maintenance of a variety of hand-tools and equipment used in the vocational education classes.
- Tool function and operations.



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Ability to:

- Issue and make minor repairs to tools and equipment.
- Maintain record-keeping systems.
- Establish and maintain cooperative working relationships.
- Understand and follow written and oral instructions.

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

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.

Incumbents must be able to perform light manual work. Must be able to stand and maneuver for long periods, walk, reach, bend at waist and knees; stoop, crouch, climb ladders, work with or around hazardous materials. Required to lift, push, and/or pull objects up to 50 lbs. Must be able to see to inspect and identify tools and parts, and speak clearly and hear to communicate in person and over the phone.