

Tool Technician

Purpose Statement

The job of Tool Technician is done for the purpose/s of assisting the Automotive Instructor maintain, inventory, and check-out tools to students and staff.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Principal

Essential Functions

- Assist students to learn how to identify and use tools under the direction of the automotive instructor for the purpose of facilitating the learning process and correct use of tools.
- Maintain an organized, clean, safe and secure tool room for the purpose of making tools available for instructional purposes of the automotive program.
- Monitor student use of tools and equipment (e.g. check-out and in tools, check for damaged tools, etc.) for the purpose of preserving tools for educational purposes.

Other Functions

- Perform other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used; preparing and maintaining accurate records; using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; safety practices and procedures; basic knowledge of automotive tools.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with others; work with specific, job-related data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: displaying mechanical aptitude; working as part of a team; communicating with students and staff; and working with frequent interruptions Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working with immediate supervision; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 30% walking, and 60% standing. The job is performed under minimal temperature variations and in a clean atmosphere.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt

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