

## SENIOR TOOLKEEPER

### DEFINITION

Receives, stores, and issues a wide variety of tools, equipment, materials, and repair parts and is responsible for the care and maintenance of a toolroom.

### TYPICAL DUTIES

- Issues, receives, and maintains records of tools, equipment, materials, and repair parts.
- Maintains a computerized inventory of tools, supplies and equipment and maintains inventory records.
- Marks tools for identification, performs minor repair and adjustment of tools and equipment, and may do simple grinding of hand tools.
- Determines layout of the toolroom; maintains a clean and orderly condition.
- Observes stock levels, consults catalogues and vendors, assists in requisitioning items, checks deliveries in detail, and takes up problems with receiving personnel at the location.
- Writes simple reports, instructions, descriptions of tasks, and related information, which may require simple arithmetical computations.
- May locate, order, and receive automotive or electronic repair parts and may resolve receiving problems directly with vendors.
- May prepare requisitions for repair parts.
- May keep records of materials charged to jobs, prepare and sign purchase orders and customers' statements, and collect money from customers.
- May take telephone calls and give out approved information regarding repair work and other matters.
- May oil and service equipment.
- May issue and receive keys, and maintain a library of parts catalog and repair manuals.
- May perform related duties, such as checking and distributing shipments, compiling requisitions, arranging for the repair of tools and equipment, and ordering and distributing welding gas cylinders.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Toolkeeper is responsible for a centralized toolroom serving four or more types of shop-subject classes or repair crafts.

A Toolkeeper is responsible for the care and maintenance of a toolroom and tool panels and serves from one to three types of shop-subject classes.

Personnel in a variety of classifications repair, sharpen, and care for the equipment and tools used in their work.

## SUPERVISION

General supervision is received from a certificated coordinator or department chairperson or a Head Stock Clerk. Work direction may be exercised over lower level employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Names, care, and use of tools, materials, and equipment of a wide variety of crafts involved in building and equipment repair
- Use of trade manuals and parts catalogs
- Student-body and District purchasing procedures
- Safe practices in the use of grinders and hand tools
- Inventory practices

### Ability to:

- Perform clerical and manual operations required in a toolroom with speed, accuracy, and safety
- Make the proper selection of tools required and make substitutions in materials and tools when appropriate
- Service and make minor adjustments and repairs to a variety of tools
- Note hazardous conditions in tools and power equipment and take appropriate action
- Operate a computer with inventory programs

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency.

### Experience:

Two years of experience in toolroom or parts-room operation or in the use and maintenance of tools, preferably with the tools and materials used in a variety of trades and crafts.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or to change typical duties of the position at any time.