

## **YUBA COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: TOOL ROOM ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of the Associate Dean, Applied Arts, Science and Technology, maintain the tool room and associated equipment. Control the circulation of tools, equipment and manuals to students and instructors.

#### **REPRESENTATIVE DUTIES:**

Check items in and out of tool room and maintain appropriate records and inventories; order replacement items as necessary according to approved procedures; distribute supplies. (E)

Assist students in the proper selection and care of tools and equipment of the automotive departments. (E)

Process new tools and equipment by labeling and adding to the departmental inventory. (E)

Maintain assigned department vehicles for cleanliness, make non-technical minor repairs, and assure they are operational. (E)

Maintain and repair tools and equipment as necessary. (E)

Provide work direction to students and hourly employees as assigned; schedule student employees and maintain record of work schedules. (E)

Assure the security of the tool room facilities as assigned. (E)

Test batteries to determine serviceability; troubleshoot charge system when necessary. (E)

Monitor and maintain steam cleaning room as necessary. (E)

Operate a computer terminal for information retrieval. (E)

Perform other related duties as assigned.

#### **KNOWLEDGE OF:**

Health and safety regulations

Oral and written communications skills

Motor vehicles and motor vehicle test equipment

Proper use of hand and power tools

Welding and machine shop work

Record keeping techniques

#### **ABILITY TO:**

Make non-technical minor repairs and operate motor vehicles.

Weld and perform basic machine shop work

Make arithmetic calculations quickly and accurately

Understand and follow oral and written directions

Work cooperatively with others

Lift objects weighing up to 50 pounds

Train and provide work direction to others

Maintain records and prepare reports

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school and two (2) years experience in motor vehicle repair, parts distribution, metalworking, welding or machine shop work.

**ENVIRONMENT:**

Noise from equipment operation.

Regular exposure to fumes, dust and odors.

Vehicle and equipment repair shop environment.

Indoor and outdoor work environment.

**PHYSICAL ABILITIES:**

Pulling, pushing, lifting and carrying heavy objects

Walking or standing for extended periods

Bending at the waist

Kneeling

Reaching overhead, above the shoulders and horizontally

Dexterity of hands and fingers to operate power tools and equipment

Seeing to observe and perform repairs

Hearing to avoid hazards as well as communicating in person or by phone

**HAZARDS:**

Chemical fumes.

Chemicals.

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Fumes from vehicle and equipment operation.

Fumes, dust, odors, dirt, oil/grease, gases.

Working around and with machinery having moving parts.