

MOUNTAIN VIEW SCHOOL DISTRICT

TOOL CRIB ATTENDANT

DEFINITION

Under general supervision, receives, stores, issues, purchases and delivers tools, equipment and supplies used by the Maintenance Department; performs related maintenance work as required.

ESSENTIAL DUTIES

1. Checks out and assigns tools to all maintenance personnel. Maintains inventory of all tool kits.
2. Makes periodical inventory checks for theft, damage or vandalism reports on equipment.
3. Maintains the inventory control file for tools, equipment and certain supplies utilized by the District's Maintenance and Operations Department. Maintains inventory of safety equipment from schools.
4. Picks up and delivers broken equipment from school sites and delivers it to Maintenance for servicing.
5. Marks and engraves new equipment (small power tools and hand tools) for the Maintenance Department.
6. Responsible for keeping tool crib and surrounding area in a clean and orderly condition.
7. Orders and recommends purchases for new and replacement equipment.
8. Will pick up new parts for the Maintenance Department.
9. Drives District vehicles in the performance of job duties.
10. Provides vacation and temporary relief as required.
11. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Type and use of tools, equipment and materials used by a school district's Maintenance Department.
2. Method and practice of storage and issuance of tools, equipment and materials.

Ability to:

1. Store, issue and maintain records on tools, equipment and materials.
2. Maintain tools in good condition.
3. Maintain simple records.
4. Understand and carry out oral and written directions.
5. Make accurate arithmetical calculations.
6. Establish and maintain effective working relationships.
7. Drive a district vehicle in the performance of the job.
8. Perform moderate to heavy manual labor, including frequent bending, stooping and lifting.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

1. Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

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2. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
3. Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

EXPERIENCE AND EDUCATION

Experience:

Some experience performing duties similar to those listed under Essential Duties.

Education:

Completion of formal or informal education sufficient to assure the ability to perform the tasks listed under Essential Duties.

REQUIREMENTS

Must possess a valid California Driver's License.

Must have the ability to obtain and maintain insurability status under the District's vehicle insurance policy.