

SHOP EQUIPMENT ASSISTANT

DEFINITION

To be in charge of a toolroom in a mechanical laboratory; and to issue and keep tools in repair.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an educational manager.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Check hand tools in and out to students; maintain records and inventory tools and supplies; receive and shelve tools in proper place.

Repair and maintain tools in a safe condition and in good working order; engrave tools with college identification.

Maintain work orders prepared by students; college money from students and account for the money; deposit money at the accounting office.

Inform instructor of students losing or abusing tools.

Purchase supplies and equipment as required.

Maintain the cleanliness and safety of the shop area.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Uses and maintenance of mechanical parts, tools, and testing equipment.

Procedures and practices of inventory control.

Principles and practices of basic record keeping.

Safe work practices.

Skill to:

Make minor repairs to tools and testing equipment.

Maintain records and perform inventory.

Communicate effectively orally and in writing.

Establish and maintain cooperative work relationships with those contacted in the course of work.

(Over)

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

One year of experience in automotive parts work, or as a mechanical helper or mechanic in a mechanical shop.

Training:

Completion of formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance.