

Tool Room/Receiving Attendant Position Description

Department: Production	FLSA Status: Non-Exempt
Reports to: Construction & Fabrication Mgr	Date: 05/10/19

Primary Function:

Supports the functions of the craftspeople by issuing tools, tracking and maintaining inventory, and other functions such as receiving, delivery, maintenance and repair.

Essential Duties and Responsibilities:

- Conduct housekeeping, stock shelves, assist in ordering, and maintenance of tool room area
- Receive, track, and distribute incoming/outgoing shipments of goods
- Inventory of tools, equipment, and supplies – including repair of damaged equipment and tools
- Clerical work requiring the use of computers as well as other forms of recordkeeping
- Occasional support work in the shop is required – grinding, polishing, and material handling

Promote and actively embrace the concept of professionalism, with an emphasis on quality, commitment, integrity, ingenuity, teamwork, the community and the environment. Safety is a deeply rooted cultural value and it must be promoted and enforced at all times.

Minimum Qualifications/Experience:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Must have rudimentary computer skills.

Additional skills

Strong interpersonal skills and ability to work in a very dynamic environment – must have flexibility with an ability to focus.

Other Qualifications

The physical demands and work environment described here are representative of the conditions that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this Job, the employee is regularly required to stand. The employee is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance; talk or hear and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; outside weather conditions; risk of electrical shock and vibration. The noise level in the work environment is usually loud.