

Job Description

Title: DPT Tool Room Assistant
CBA Position:KCSS
DepartmentCT
Reporting ManagerDean of CT
Direct ReportsNone
FLSA: Non-Exempt
Expected Hours of Work40

Salary BandA13
Band Range\$30,521-\$39,677
FY14 Budget:
Account Number:
ICCB Class:
KC Status (Class)Support Staff
POSD:

Job Summary:

Provide assistance to students, faculty, and staff, who utilize the Diesel Power Technology Tool Room and Shop. Assign tools, retrieve tools, inventory and track, order supplies, and provide regular maintenance to the tool room.

Supervisory Responsibilities: None

Minimum Qualifications/Basic Job Requirements:

- xHigh School Diploma or equivalent
- xSome experience using and maintaining a variety of hand and power equipment

Illustrative Examples of Essential Functions:

- xMaintain daily inventory of tools by assigning and retrieving the equipment from students, faculty and staff.
- xMaintain an orderly and safe workplace; perform routine maintenance on equipment as necessary.
- xMaintain appropriate inventory of parts and supplies to ensure proper working order of all equipment.
- xAct responsibly in all facets of the job regarding health and safety procedures based on information and recommendations made by supervisor.
- xPerform other duties of a similar nature as directed.

(Core Competencies) Knowledge, Skills, and Abilities

x

xWork is normally per