

TOOL AND PARTS ATTENDANT

CLASSIFICATION SUMMARY

Performs various routine duties pertaining to requisitioning, ordering, shipping, issuing, and controlling materials, parts, and tools. Provides hand tools, shop supplies and equipment support for the maintenance complex.

DUTIES AND RESPONSIBILITIES

1. Receives, stores and issues hand tools, replacement tools, shop supplies and equipment.
2. Keeps records of tools issued to and returned by workers.
3. Searches for lost or misplaced tools and notifies supervision as required.
4. Prepares inventory and requisitions stock as needed.
5. Unpacks and stores new equipment.
6. Visually inspects tools for wear and defects and will order replacement tools as necessary.
7. Attach identification tags or engrave identifying information on tools and equipment as needed.
8. Assists Repair Cycle Specialist (RCS) in maintaining inventories on parts, tools and equipment.
9. Assists RCS with the ordering of tools, parts, and equipment within the control of the tool room facility.
10. Handles and disposes of hazardous materials IAW MSDS and applicable state and federal guidelines.
11. Maintains technical order files E-Tools, bench stock, shop stock, CTKs, and hazardous waste areas.
12. Practices good housekeeping, tool control, FOD awareness/prevention, and safety at all times.
13. Shall assist other personnel and work centers as directed.
14. Follows technical data, manuals, regulations, and other maintenance directives as required.
15. Performs other related duties as assigned.

CLASSIFICATION QUALIFICATIONS

Knowledge – A working knowledge of general hand tools, their applications, and the ability to read AFIs, tech orders, manuals, and regulations. A working knowledge of computer terminal operation is required.

Education – Completion of high school or the equivalent is required. Must be able to read, write, and comprehend technical instructions.

Experience – Computer skills are required.

Special Conditions – Possession of a valid driver's license is required. Physical exertion requirement is heavy. Must be able to lift a minimum weight of 50 lbs. and stand for prolonged periods of time. Normal color vision is required. Possession of a valid driver's license is necessary to obtain flight line driving privileges.

DenMar Services, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.