

Tool and Parts Attendant – Columbus AFB, MS

Job Description

RESPONSIBILITIES SHALL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:

Must become knowledgeable with Tool and Parts control, contract requirements, and AFI 21-101 requirements. Performs various routine duties pertaining to ordering, scheduling, shipping, requisitioning, issuing, and controlling materials, parts, and tools. Receives, stores, inspects, and issues hand tools and equipment. Maintains supply, inventory, and inspection forms. Maintains consolidated tool room and bench stock. Reconciles supply listings with affected stocks, logs, etc. Prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed. Orders and routes parts through applicable computer systems, including tagging components and moving parts within the work center. Maintains work center TOs and checklists. Handles and disposes of hazardous materials IAW existing SDS and applicable state and federal guidelines. Performs tasks with minimum supervision. Assigned to maintain TO files, bench stock, shop stock, CTKs, or hazardous waste areas. Practices good housekeeping, tool control, FOD awareness/prevention, and safety at all times. Shall assist other personnel and work centers as directed. Must promote Company values, policies, and standards of conduct. Must be customer oriented and ensure professional coordination with base agencies. Shall perform other duties assigned to include TDY and travel. Must be able to work day shift, night shift, or weekend duty as required. Receives cross-utilization training (CUT) and is qualified to perform those tasks.

REQUIRED QUALIFICATIONS:

Knowledge of applicable Government documents, Air Force Instructions, and TOs is required. Must be knowledgeable in inventory control and inspection processes. Must have knowledge and experience with computers and Microsoft Office. Familiarity with contract/Government supply system to include Air Force repair cycle system is desired. High school diploma or the equivalent is required. Recent experience as a Tool and Parts Attendant is desired. Must be able to read, write, speak, and understand English. Must be able to obtain and maintain a flight line driver's license. Physical exertion requirement is heavy.

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.