

## Job Description

Title: DPT Tool Room Assistant  
CBA Position: KCSS  
Department: CT  
Reporting Manager: Dean of CT  
Direct Reports: None  
FLSA: Non-Exempt  
Expected Hours of Work: 40

Salary Band: A13  
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:

- High School Diploma or equivalent
- Some experience using and maintaining a variety of hand and power equipment

### Illustrative Examples of Essential Functions:

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

### (Core Competencies) Knowledge, Skills, and Abilities:

- Ability to apply principles of rational systems, (i.e. internal combustion engines, electric wiring systems, solve practical problems and deal with a variety of concrete variables).
- Understanding of basic hand and power tools and their operations
- Demonstrate clear and effective written and verbal communication skills
- Provide strong and clear communication, customer service, and inter-personal skills
- Understanding of basic computer skills and the Microsoft Office Productivity Suite
- Ability to work independently
- Able to cooperatively work with diverse groups of students and staff

### Workload Summary:

*(Special physical requirements necessary for performance of the job)*

- Work is normally performed in a general shop setting
- Work is conducted in a busy shop environment with frequent interruptions
- This position requires activity that may require incumbent to lift 50lbs on occasion; 20lbs frequently, and 10lbs consistently.
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**Disclaimer:**

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

01/2014