



## Job Description

**Job Title:** Tool Crib Attendant  
**Department:** Maintenance  
**Reports To:** Maintenance Manager  
**FLSA:** Non-exempt

**Summary:** Receives, stores, and issues hand tools, machine tools, dies, materials, and equipment by performing the following duties.

**Essential Duties and Responsibilities** include the following:

- Issues tools, parts, materials and equipment to workers and maintains records of tools and equipment issued and returned.
- Receives, unpacks, and stores incoming tools and equipment, and requisitions stock to replenish inventory.
- Locates lost or misplaced tools and equipment.
- Maintains stock inventory.
- Generates and closes work orders including preventive maintenance work orders.
- Enters time in Maintimizer for maintenance and tooling.
- Maintains files for operation and machine manuals.
- Files closed work orders and material requisitions.
- Makes daily mail runs for office personnel.
- Stocks bins and shelves.
- Prepares periodic inventory or maintains perpetual inventory of tools and equipment.
- Answers incoming calls in tool crib and corresponds with vendors on issues related to poor performance or issues with products.
- Ensures tools are returned clean and in working condition. If tools are not in working condition they must be tagged for repair either in house or by an outside source.
- Inspects and measures tools and equipment for defects and wear and reports damage or wear to supervisors.
- Marks and identifies tools and equipment.
- Generates reports on work orders and department expenses.
- Drives Delta's vehicle when necessary.
- Performs and schedules preventative maintenance for the company vehicle.
- Other duties as assigned.

**Education and/or Experience**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position must also have working knowledge of Windows based software such as Microsoft Office products (including Excel and Word), ROI, internet software. To perform this job successfully, a candidate must also possess and/or demonstrate the relevant competencies as outlined in Delta's Competency Matrix.

**Physical Demands:**

The physical demands described here are representative of those 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.

While performing the duties of this job, the employee is regularly required to walk and sit. The employee is frequently required to talk and/or hear, stand, use hands to finger, handle, or feel, and reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions and fumes or airborne particles. The noise level in the work environment is usually moderate.