

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Unit C
Class Codes

TOOLKEEPER
TOOLKEEPER (RESTRICTED)

5285
5281

DEFINITION

Receives, stores, and issues tools, equipment, materials, and repair parts; and performs other duties related to the care and maintenance of a tool room and tool panels located in shop areas.

TYPICAL DUTIES

Issues and receives tools, equipment, materials, and repair parts used by students and instructors. Maintains records of and reports loss or damage to items issued and may collect money from students.

Maintains perpetual inventory records and takes or assists with the annual inventory of Board equipment and student-body supplies.

Marks, cleans, and performs minor maintenance and repair of tools and equipment.

Notifies maintenance personnel of items to be picked up for major repair and keeps necessary records.

Arranges a tool room, maintains it in a clean and orderly condition, and may build shelves, cabinets, and tool racks.

Observes stock levels and assists in the preparation of working copies of requisitions for stores and non-stores items by consulting instructors and catalogs.

Checks tool room deliveries for accuracy and completeness and may assist custodial personnel with the identification, sorting, and distributing of supplies for other shop classes.

May keep records of materials charged to jobs or to students.

May order, receive, or return welding gas cylinders and wiping rags from vendors.

May build teaching aids and storage facilities, paint machinery, service hydraulic jacks, and performs other duties on the instruction floor under the immediate supervision of an instructor.

May perform miscellaneous duties such as making stencils, issuing keys, maintaining a library of parts catalogs and equipment manuals, answering a telephone and taking messages, and assisting with the moving and stacking of steel and lumber.

May assist in the direct purchase of student-body-financed repair parts.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Toolkeeper is responsible for the care and maintenance of a tool room and tool panels and serves from one to three types of shop-subject classes. A Toolkeeper (Restricted) is assigned in accordance with Personnel Commission Rule 518 and performs Toolkeeper duties under close supervision and specific direction.

A Senior Toolkeeper is responsible for a centralized tool room serving four or more types of shop-subject classes or repair crafts.

SUPERVISION

General supervision is received from a certificated department coordinator or chairman. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Names, uses, and care of common tools, materials, and equipment used in automotive, drafting, electric, electronic, machine, metal, diesel, aircraft, upholstery, and woodworking crafts
Use of trade manuals and arts catalogs

Ability to:

Perform clerical and manual operations required in a tool room with speed, accuracy, and safety
Follow established policies and procedures in the issuance of tools, parts, and materials

Special Physical Requirement:

Manual dexterity as required to service and make minor adjustments and repair of tools
Ability to safely lift and carry up to 25 pounds

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

One year of experience in the use and maintenance of tools or the operation of a tool room or parts room.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
02-02-05
TH

Reviewed
12-14-17
DN