



UNION JOB DESCRIPTION

TITLE: Toolman

DEFINITION:

Maintains the tool inventory and records the issuance, inspection, replacement and return of all District tools. Works under the direction of Lead Toolman and Construction Superintendent.

DISTINGUISHING CHARACTERISTICS:

This position progresses through two (2) steps each six (6) months in duration until reaching the top level as Toolman. Incumbent will be evaluated every 30 days while progressing through these steps (first 12 months in position) and then annually thereafter.

BASIC RESPONSIBILITIES:

1. Maintains tool and parts inventory. Maintains records and follow-up procedures regarding checking, testing, adjusting, repairs, replacement and return of tools.
2. Inspects all tools on a periodic basis ensuring tools are kept clean and in working condition. Performs minor repairs and/or adjustments on tools as necessary.
3. Delivers tools, safety equipment and other items to field personnel and other District facilities.
4. Cleans and issues plastic guards, stringing dollies, finger lines, safety straps, hooks and hydraulic tools.
5. Checks all compression tools and hydraulic tools for correct settings at regular intervals and records results/findings.
6. Follows applicable safety rules contained in the District's Accident Prevention Manual and WAC 296-24, 296-45, 296-54, 296-62 and 296-155.

OTHER RESPONSIBILITIES:

1. Marks District tools with identifying numbers.
2. Completes time slips and necessary reports affecting job assignments.
3. Ensures proper utilization and care of equipment assigned.
4. Completes work in a safe and efficient manner.
5. Performs other associated duties as assigned.
6. Upgrades to Lead Toolman.
7. This position requires the incumbent to work as a Line Helper or Equipment Operator as required due to storms or workload and performs all the duties of those positions.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Mechanics, i.e. Air pneumatic, hydraulic, electric, gas engines.
- Schematic and parts manuals.
- Operation of District equipment.
- Work procedures associated with Toolroom and District facilities.
- Various forms, reports, time slips and how to complete them.
- Applicable policies, procedures and agreements of District including the Accident Prevention Manual and WAC 296-24, 296-45, 296-54, 296-62 and 296-155.
- Computer programs, i.e. word processing, spreadsheets.

MINIMUM QUALIFICATIONS: (Continued)

Ability to:

- Perform minor tool repairs.
- Maintain accurate and complete tool records.
- Interact with customers, government officials, vendors and District employees as necessary to complete assignments.
- Lift and carry heavy items.

Education/Experience:

- High School Diploma or equivalent.
- District or outside courses as relates to job while in position.

License or Certification:

- CPR and First Aid Card.
- Current Washington State Commercial Driver's License (Class A).

WORKING CONDITIONS:

- Work is performed primarily in an indoor environment.
- However, deliveries are made to field personnel requiring exposure to adverse weather conditions and terrain.
- Must be able to lift and carry heavy items in excess of 65 pounds.