



## UNION JOB DESCRIPTION

**TITLE: Lead Toolman**

### DEFINITION:

Supervises and coordinates Toolroom activities and personnel ensuring proper tool inventory and recordkeeping for the issuance, inspection, replacement and return of all District tools. This position is under the direction of Construction Superintendent.

### DISTINGUISHING CHARACTERISTICS

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. This is a bid classification subject to CBA articles 6.2.5 and 6.2.7 where the District will select the successful candidate based on ability and personal qualifications.

### BASIC RESPONSIBILITIES:

1. Supervises Toolroom personnel (regular and temporary). Initiates accurate reports relating to Toolroom activities.
2. Assists in preparing Toolroom budget.
3. Initiates and maintains an accurate and efficient program for inspection and replacement of tools and equipment.
4. Communicates with vendors on new and replacement tools. Initiates and signs purchase orders, material requests, etc. Checks budget codes and forwards receipts and repair requests to Construction Superintendent.
5. Ensures tools, safety equipment and other items are delivered to field personnel and other District facilities.
6. Conducts audits of tools stored in District vehicles and facilities.
7. Conducts classes and gives instructions on tool maintenance, tool safety and new tools.
8. Assists in investigation of lost, stolen or damaged tools.
9. 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. 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. Marks District tools with identifying numbers.
7. Completes time slips and necessary reports affecting job assignments.
8. Ensures proper utilization and care of equipment assigned.
9. Completes work in a safe and efficient manner.
10. Performs other associated duties as assigned.

## MINIMUM QUALIFICATIONS:

### Knowledge of:

- Budget coding.
- 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.

### Ability to:

- Lead and supervise.
- Work closely with all departments to meet their needs.
- Understand and work within the Toolroom budget.
- 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:

- Progression through all the steps of the Toolman position.
- High School Diploma or equivalent.
- District or outside courses as related to job while in position.

### License, Certification and/or Testing:

- \* Successful completion of an interview process.
- 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.