

TITLE: TOOL MECHANIC 2

CODE: 35406

GENERAL DESCRIPTION:

This is very responsible tool repair work involving the repair and maintenance of hand and power tools and the oversight of the tool shop.

Work involves responsibility for safe and effective tool repair. Duties include repairing and maintaining construction tools and hydraulic and pneumatic hoses, and overseeing tool mechanic personnel and the tool shop facility. This position also has the responsibility for making difficult tool repair decisions. This work requires that the employee have considerable knowledge, skill and ability in power tool repair.

SUPERVISION RECEIVED:

Works under the general supervision of the Assistant Vehicle and Equipment Maintenance Superintendent.

EXAMPLES OF DUTIES:

Identifies malfunctions in hand and power tools and plans and determines corrective actions to be taken.

Repairs and maintains tools and hydraulic and pneumatic hoses. Oversees tool shop operations.

Operates machine -shop equipment including lathes, drill presses, milling machines, threaders, and grinders. Gauges with micrometers and machines parts to tolerances.

Maintains tool shop inventory and records. Contacts vendors for supply and prices. Completes purchase requisitions. Evaluates tool and work equipment needs and evaluates proposed and new equipment.

May oversee a tool mechanic in the repair and maintenance of tools.

Performs work in a safe manner and observes all safety procedures.

Uses all tools, equipment and materials responsibly and performs basic inspection and preventive maintenance prior to use.

Fills out job or shift report forms, as assigned.

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Performs work of lower classifications, as necessary.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the tools, equipment, and methods of power tool repair.

Considerable knowledge of the work standards and safety procedures in power tool repair.

Considerable skill in the operation of machine shop equipment and tool repair tools.

Considerable ability to perform power tool repair work safely, effectively and efficiently.

Thorough ability to follow oral and written instructions and to learn District procedures. Good ability to communicate orally.

Good ability to fill out forms and charts.

Some ability to oversee the work of others.

Considerable ability to establish and maintain effective working relationships with coworkers and vendors.

QUALIFICATIONS:

A high school diploma or the equivalent plus four years of experience in machinist work and power tool repair, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

None.