

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2023**

**TOOL ROOM TECHNICIAN**

**FLSA STATUS: NON-EXEMPT – PAY GRADE: 7 – C**

**JOB FAMILY: FACILITIES & CONSTRUCTION    JOB FUNCTION: BUSINESS SERVICES**

**GENERAL STATEMENT OF JOB**

The Tool Room Technician issues tools to students; provides advice on appropriate tools for class assignment; and restocks tools and equipment. This position performs minor repairs on electrical and pneumatic power tools. Performs inventories and preventive maintenance. Calls vendors to order parts and supplies.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES** *(Depending upon assignment)*

Assigns locks and lockers to students; maintains records of lock and locker assignments; and collects locks at end of class.

Issues tools and equipment to students and ensures that items returned are in good working order.

Provides safety equipment; reviews safety policies and procedures; and demonstrates proper tool usage.

Discusses class needs with student to determine the appropriate tools for the class assignment.

Maintains cleanliness and operation of tools and equipment and performs minor repairs and adjustments.

Monitors inventory of materials and supplies; obtains quotes from vendors; purchases minor parts for repairs; and prepares requisitions for major purchases or repairs.

Collaborates with faculty on purchases of new and replacement tools to support class curriculum.

Maintains records relative to inventory and hazardous materials records for periodic inspections.

Performs related duties, as required.

**SUPERVISION RECEIVED**

Supervision is received from the appropriate supervisor.

**SUPERVISION EXERCISED**

None

**MINIMUM QUALIFICATIONS**

Requires a high school diploma or high school equivalency supplemented by general knowledge of use and repair of tools and equipment.

**PREFERRED QUALIFICATIONS** *(Depending upon assignment)*

Aviation Program - FAA Mechanic Airframe and Powerplant Certification.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Some tasks may involve frequent walking, standing; some lifting and carrying objects of moderate weight (12-20 pounds); and/or the operation of vehicles, office, shop, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of logs, inventory statements, etc. Requires the ability to prepare logs, maintenance reports, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; to deal with problems involving a few concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Numerical Aptitude:** Requires the ability to utilize basic mathematical skills; to add and subtract totals and to multiply and divide and to provide decimals/percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using tools and electronics equipment.

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**Manual Dexterity:** Requires the ability to handle a variety of items, tools, electronic equipment, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions.

**Effective:** 1996

**Revised:** 8/21/23