

## **SUMMARY**

A tool room attendant is responsible for the maintenance and inventory of supplies within the tool room. The tool room attendant will be responsible for managing the tooling database and maintaining a list of tools and equipment available for distribution, maintains records of which products are signed out and to whom, and then signs products back in when they are returned. If tools or equipment are lost, the tool room attendant orders additional stock of those materials, tools, or equipment for the company. The duties and responsibilities of a tool room attendant revolve around inventory control, but the tool room attendant must also understand how to use equipment to explain the process and train new/other employees.

## **ESSENTIAL DUTIES**

- Oversees tool room or anyone assisting in the tool room
- Manages tooling database software
- Issues tools and equipment to workers and maintains records of tools and equipment issued and returned
- Maintains inventory of consumable/perishable tooling, and all other equipment/gauging or supplies designated to the tool room
- Prepares periodic inventory or maintains perpetual inventory of tools and equipment
- Receives, unpacks and stores incoming tools and equipment, and requisitions stock to replenish inventory
- Inspects and measures tools and equipment for defects/wear and reports damage/wear to leadership
- Analyze condition of tools; create a system for re-sharps
- Assists in developing a tooling budget
- Prepares jobs as assigned and tear downs as set-up carts are returned
- Repairs, services, and lubricates tools and equipment
- Marks and identifies tools and equipment
- Participate in New Part Meetings and continuous improvement projects
- Assists engineering staff, when requested
- Recommends min/max numbers for inventory levels based on usage
- Set up and calibrate gauges (if applicable)
- Support production as needed
- Other duties as assigned

**QUALIFICATIONS** - *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.*

- Knowledge of the use of a pre-setting machine
- Must be experienced in using traditional inspection tools (micrometers, calipers, bore gages, indicators), surface plate inspection methods (using gage blocks and indicators)
- Must be experienced using problem solving and analytical tools, reproducibility studies and statistical process control
- Must have proficient and accurate computer skills, data entry skills and tool management database software skills
- Must have effective written and verbal communication skills with positive attitude and professional demeanor
- Must be very detail oriented
- Must have effective time management and organization skills to meet deadlines with frequent interruptions

## **EDUCATION, EXPERIENCE OR LICENSES**

- High School diploma or equivalent, required
- Must have valid Driver's License
- 5+ years of experience in a machine shop or similar manufacturing environment, preferred
- 2+ years of experience in Quality, preferred