

## **TECHNOLOGY STOREKEEPER**

### **CLASS SUMMARY**

Under general supervision, aids instructors in technology program classes by maintaining stock, equipment and supplies, and issuing and collecting tools and materials; performs related duties as required.

### **REPRESENTATIVE DUTIES**

Maintains storage area for supplies and equipment used in technology program classes; prepares, checks out, receives, assembles, and sets up equipment, tools, supplies, and materials for each class meeting required; replaces equipment, tools, and unused materials after class; cleans equipment and tools used; receives, unpacks, checks, and stores deliveries of supplies; maintains records; makes arrangement for repairs to equipment; reviews plans for forthcoming class equipment and supply needs with instructors; maintains equipment, painting it as needed; marks all tools; orders and picks up supplies as needed; may collect fees for deposits and parts payments.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the Dean of Human Services and Technology and/or designated Director.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training and/or experience equivalent to graduation from high school with satisfactory completion of automotive, diesel or machine technology shop courses, and two years of experience involving the use and care of tools and equipment used in automotive, carpentry or machine repair shops.

#### **Knowledge and Abilities**

Through Knowledge of: the terminology, materials, supplies, and equipment used in the specialized subject area.

Good Knowledge of: procedures for issuance and control of materials, supplies and equipment.

Ability to: follow oral and written instructions and procedures; keep and maintain records; work carefully and safely with shop equipment, tools, and supplies.

License: valid California Motor Vehicle Operator's License.