



## CUPE JOB DESCRIPTION

**WORKING TITLE:** AUXILIARY TOOL CRIB ASSISTANT

**DATE PREPARED:** JULY 2018

**DEPARTMENT:** TRADES DEPARTMENT

**REVISED:** FEB 2021

**POSITION STATUS:** AUXILIARY

**LOCATION:** TOOL CRIBS-COLLEGE CAMPUSES

**POSITION NUMBER:** 180

### **SUMMARY OF RESPONSIBILITIES**

This position is managed by the Department Head of Trades and receives operation/functional direction/guidance/instruction from instructors in the program areas supported. The attendant provides operational and program support services to trades instructors and trades programming. The Auxiliary Tool Crib Assistant is required to hold a valid OFA Level 1 First Aid Certification and will be assigned to a shop area only when there is an OFA Level 3 qualified shop attendant accessible. The Auxiliary Tool Crib Assistant must be able to follow directions and guidance accurately and in a timely manner. The familiarity, use and maintenance of various hand and power tools applicable to various trades is also required in the completion of their duties.

### **KEY DUTIES & RESPONSIBILITIES (*list the key 7 – 10 in descending order of importance*)**

**1. Provide First Aid services as per OFA Level 1 Protocols:**

- Complete all required documentation accurately, completely and in a timely manner
- Ensure compliance of all safety regulations and codes

**2. Support students training:**

- set up classroom or shop equipment as requested by instructor or regular Shop Attendant
- assist instructor by monitoring student safe work practices on the shop floor or in the lab
- issue shop tools using tool tag system
- assist in tool selection and usage

**3. Maintain tools and shop equipment:**

- perform routine maintenance on shop equipment and other program(s) related equipment
  - including, but not limited to cleaning, adjusting, lubricating, preventative/predictive maintenance
  - clean/dust/vacuum lab and shop equipment as required within the program area
- construct/assemble/fabricate components to produce lab equipment utilized within the program area
- test/verify/repair lab equipment used within the program area
- package, ship and receive equipment sent out for repair, calibration, testing
- repair hand and power tools, equipment and associated accessories as required
- snow removal, building security (clear snow in front of doorways – lock up building if last one out at end of shift)
- perform orderly shutdown of various shop equipment and gases at end of shift

- ensure proper handling, storage and disposal of hazardous materials - lock out unsafe equipment

**4. Manage Inventory:**

- in consultation with and direction from the program instructor(s) order and/or purchase supplies
- monitor consumables and maintain appropriate minimum/maximum levels
- research availability/prices/costing of equipment and supplies

**5. Under the direction and instruction of the program instructors – proctor exams.**

**6. Direct public/industry inquiries for the programs to appropriate individuals.**

**7. In emergency evacuations insure that all personnel in their program area evacuate to the designated area.**

***Other Related and Reporting Duties:***

- Consult with cross shift or regular Shop Attendant re projects and activities that need to be addressed.
- Maintain lists of tasks outstanding and in progress.
- Participate in training re duties for Auxiliary Tool Crib Assistants or Shop Attendants.
- Any other activities/duties as directed by the instructor or Department Head.

**DECISION MAKING**

- In consultation with instructor make decisions on shop lay-out.
- In consultation with instructors - prioritize maintenance schedules and repairs.
- Prioritize work directions with instructors and the Department Head.

**POSITION RELATED QUALIFICATIONS – EDUCATION AND EXPERIENCE**

- ability to apply First Aid protocols as per Level 1 OFA
- strong interpersonal and communications skills
- attention to detail, ability to closely follow directions/drawings specifications
- experience working in an industrial and or construction environment
- material handling experience
- familiar with the operation of industrial equipment
- knowledge and application of safety practices
- computer literate

## **POSITION SPECIFIC WORKING CONDITIONS and ENVIRONMENT, SAFETY REQUIREMENTS**

### ***Physical and Mental Effort:***

- Constant interruptions and lack of privacy yet must stay focused on safety of staff and students as well as the task at hand.
- Priorities can be changed quickly.
- Heavy lifts are required handling steel and parts.
- Snow shoveling.
- Working on ladders and heights.

### ***Work Environment:***

- Job duties are generally performed indoors with frequent outdoor work.
- Exposure to cold temperatures outdoors.
- Exposed to dust, chemical substances and high noise levels.
- Constant interruptions and lack of privacy.

### ***Safety Requirements:***

- Use and wear PPE (Personal Protective Equipment).
- Must be very familiar with lock-out and confined space procedures.
- Valid WHMIS ticket.
- Lift truck operator certified.
- Must be familiar and use proper rigging and material handling procedures.

**COLLEGE OF THE ROCKIES RECRUITMENT SPECIFICATIONS**

*Describe the minimum qualifications and specifications required of the position in order to perform the role competently. (The focus is on the position, not the person or their performance).*

<u>ESSENTIAL</u>	<u>DESIRABLE</u>
<p><b>Formal Education:</b></p> <ul style="list-style-type: none"> <li>• Grade 12 or equivalent</li> <li>• OFA Level 1</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with tools/ equipment used in industry</li> </ul>
<p><b>Related Work Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum of two (2) years Industrial experience</li> <li>• Extensive material handling experience</li> <li>• Class 5 Drivers License</li> <li>• Lift Truck Operator Certificate</li> <li>• Experience in the operation of industrial equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in an educational environment</li> <li>• Class 1 Drivers License</li> <li>• Certified Crane Operator</li> <li>• Electrical experience</li> </ul>
<p><b>Problem Solving and Complexity:</b></p> <ul style="list-style-type: none"> <li>• Ability to multi-task</li> <li>• Troubleshoot mechanical, hydraulic, pneumatic and electrical equipment malfunctions</li> </ul>	
<p><b>Computers/Technology/Specialized Equipment:</b></p> <ul style="list-style-type: none"> <li>• Computer literate</li> </ul>	<ul style="list-style-type: none"> <li>• Proficient in Microsoft Office</li> </ul>
<p><b>Communication and Interpersonal Skills:</b></p> <ul style="list-style-type: none"> <li>• Strong communication and impersonal skills</li> </ul>	

**REVIEWS and APPROVALS**

<b>EMPLOYEE SIGNATURE:</b>	<b>DATE:</b>
The employees signs off the job description during final review/discussion with the manager/supervisor.	
<b>MANAGER/SUPERVISOR SIGNATURE (APPROVAL):</b>	<b>DATE:</b>
The manager/supervisor signs off (approves) the job description after final review/discussion with the employee.	