**Job Title:**  
Tool room Attendant

**Starting Salary:** $15.00/hour

**Job Description:**  
The Tool Room Attendant is responsible for managing the inventory, condition, item issuance/returns, and receiving documentation of all Safety, Construction, & Rigging supplies/consumables. This role reports directly to the Fleet Purchasing Supervisor, as a function of the Fleet Department, in accordance with company processes and requirements.

**Job Functions:**

* Tracks, receives, stores, and issues spare parts, hand tools, materials, and small equipment via manual inventory logs, software, and inventory management technologies
* Acts as the primary point of contact for field personnel communication related to Tool Room areas of responsibility
* Inspect tools and small equipment for any defects and wear and document damages
* Tag out any defective tools, small equipment, & rigging and coordinate corrective actions with appropriate internal team or vendor
* Perform physical inventory and align system data, as required
* Completes and submits purchase requisitions to Fleet Purchasing Department for restocking purposes
* Maintain min/max inventory levels for all materials, replacement parts, spare parts, small equipment
* Receive daily deliveries; inspects, unpacks, and stock parts, tooling, rigging, and equipment
* Verifies deliveries & delivery paperwork against PO details & reports any discrepancies to Fleet Purchasing Supervisor
* Monitors & follows up with vendors for backordered materials
* Mark and identify tools and equipment using identification tag, barcode, stamp, or electric marking tool.
* Assist in establishing metrics for Tool Room operations & provides inventory reports to management
* Must be willing and able to assist Purchasing Department with purchasing activities, when applicable
* Perform all other duties as assigned

**Position Requirements:**

* Ability to lift 45 pounds unassisted
* Work in indoor/outdoor conditions
* Work Tool Room hours 5:30am-4:00pm
* Must be people-oriented
* Forklift operator certification or ability to obtain certification within first 90 days
* Company training provided for forklift certification
* Comfortable taking direction and performing as expected
* Willingness to work in a variety of physically demanding outdoor conditions
* Must be able to speak, read, & write in English
* Work independently and with indirect oversight
* Reliable daily transportation
* Compliance with all regulatory & company regulations and policies
* Must be able to work overtime & weekends, as needed
* Clean Motor Vehicle Record
* Pass background check and preemployment drug screening
* A high school diploma or its equivalent is required