

**RANGE N01**

**JTC NO. N28  
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Equipment/Tool Room Coordinator

**DATE PREPARED:** April 1985

**DATE REVISED:** Spring 1991, Fall 2002, Fall 2006, Spring 2009; Summer 2012; Fall 2016

**GENERAL SUMMARY:**

Receives, stores, and issues hand tools, supplies or equipment associated with sports, gymnastics or technical occupation classes.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Issues equipment and supplies to students and faculty of technical occupational, sports, gymnastic courses, and/or any other courses that require the issuance of equipment, tools, athletic equipment, etc.
- Maintains log of equipment distributed and returned.
- Responsible for the security of assigned inventory. Performs periodic inventory. Searches for lost or misplaced tools/equipment. Requisitions replacements and supplies as needed through supervisor.
- Performs minor repairs and maintains hand tools and/or equipment in good working condition.
- Verifies tool and/or supply orders received for use in programs. Checks for accuracy and completeness and forwards to appropriate person.
- Incumbents associated with gymnastic programs may assist coaches and instructors in setting up equipment, playing fields, and/or ordering uniforms.
- May maintain print and non-print materials; may assist in administering tests on an ad-hoc basis.
- May assists in training students and/or advising of safety use of equipment and/or tools.
- May perform preliminary estimates of repairs, schedule repairs, prepare purchase requisitions and assure required tools and supplies are available to perform work.
- May assign daily work activities to other lower level staff members.

## **Equipment/Tool Room Coordinator**

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#### **PRINCIPAL DUTIES AND RESPONSIBILITIES: - Continued**

- Performs other duties as required.

#### **REPORTING RELATIONSHIP:**

Varies to meet organizational needs.

#### **PHYSICAL EFFORT REQUIREMENTS:**

Requires the ability to lift and carry moderately heavy materials and equipment weighing up to 50 pounds.

#### **MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

Graduation from high school or equivalent plus one year of experience working with machines, parts/inventory distribution, or equipment issuance work **or** ability to read, write and perform mathematical calculations plus three years of experience working with machines, parts/inventory distribution, or equipment issuance work. Ability to communicate and deal effectively and courteously with individuals from diverse backgrounds. Ability to utilize computer technology to access data, maintains records, generate reports and communicate with others. The ability to provide quality customer service. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

jam N05/8/95  
ccp/09-02/revised  
ccp: 09/06/rje/revised  
revised: 04/2009-ccp  
revised: 08/2012 - emm  
revised: 12/2016 - emm  
ADA/tmm 9.18.18