

**Position:**

Maintain a safe and secure workplace in the shop and toolroom and keep in orderly condition; maintain security of shop and toolroom; contact appropriate personnel to maintain or dispose of hazardous substances according to established procedures.

Assist in the coordination of the use of lab facilities, assuring the availability of appropriate instruments, equipment, tools, and supplies.

Train and provide work direction to student workers and other personnel as assigned; assign and review work;

Prepare and maintain various records and reports related to shop operations and activities as required, including inventory, and damage and repair;

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

Demonstrate mechanical aptitude.

Maintain accurate inventory records of laboratory supplies and equipment.

Read, understand and apply manuals, specifications, schematic drawings and parts catalogs.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Maintain the security and integrity of complex tools and equipment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school , one year basic inventory and record- keeping experience, and experience working with automotive equipment and tools.

**LICENSES AND CERTIFICATIONS:**

Valid California driver's license.