



Tool Crib Specialist

Reports To: Fabrication Supervisor	Division:
FLSA Classification: Non-Exempt	Department: Production
EEOC Category:	Grade: 5
Date: 9/18/2019	Approved By: Human Resources

Job Summary:

Receives, Stores, orders punch and break tooling by performing the following duties:

Essential Duties and Responsibilities including the following. Other duties may be assigned.

- Issues punch and break tooling and maintain records of tools and equipment issued and returned.
- Locates lost or misplaced punch and break tools and equipment.
- Prepares periodic inventory or maintains perpetual inventory of punch and break tooling and equipment.
- Receives, unpacks, and stores incoming punch and break tooling and requisitions stock to replenish inventory.
- Inspects and measures tooling for defects and wear and reports damage or wear to supervisors.
- Repairs, services, and lubricates tooling.
- Delivers tooling to workers
- Marks and identifies tooling.

The above list of primary duties is neither exhaustive nor exclusive and may be reviewed in the future as necessary. It only defines some of the main responsibilities. An employee may be required to perform additional tasks not listed above.

For additional duties and responsibilities please refer to the applicable SOP Jobs and Responsibilities.

Physical Requirements:

1. Sitting for extended periods of time.
2. Standing for continuous periods of time without being able to leave the work area.
3. Lifting (raising or lowering objects up to 40lb).
4. Pulling and/or pushing (exerting up to 15 pounds)
5. Carrying objects (in arms or on shoulders):
6. Reaching (extending hands and arms in any direction)
7. Stooping and crouching (bending downward and forward)
8. Feeling (perceiving attributes of objects such as size, shape, temperature, or texture):
9. Speaking to employees and customers.
10. Listening to employees and customers.
11. Grasping (applying pressure to objects):

Mental and Visual Job Requirements:

1. Visual ability required includes close vision, peripheral vision, depth perception and the ability to adjust focus.
2. Ability to identify and distinguish colors may be required- Assemblers or Operators will need to be able to identify different color wires or use controls on machines.
3. Ability to judge distance and space relationships.
4. Ability to learn and comprehend instructions and orientation to the job
5. Ability to concentrate attention on task at hand for extended periods of time.

Required Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Workplace Environmental Conditions:

This job operates in a manufacturing environment.

While performing duties of this job, you are frequently exposed to work near moving mechanical parts, electrical current and chemicals. The noise level in the environment is usually moderate.

Applicable Job Title	<input type="checkbox"/> Grade 5 Tool Crib Specialist
Employee Signature and Date:	
Employee Printed Name:	
Supervisor Signature and Date:	