



Tool Crib / Parts Room Attendant

REPORTS TO: Director of Operations, General Manager, Vice President

PURPOSE OF THE JOB

This position centralizes and controls the distribution of tools and parts for the Maintenance Shop and Operations Department, ensuring that tools are inspected before and after use and both tools and parts are signed in and out as required.

DUTIES & RESPONSIBILITIES

- Maintain inventory and identification of regular stock parts
- Responsible for the daily administration of inventory including regular stock checks and communicating with the Purchasing and Control Associate – Operations Assistant when a part requires purchasing or a tool requires repair or replacement.
- Responsible for maintaining tool and stock inventory
- Monitor and track all shop tools through sign out/in sheets.
- Assisting with runs / pickups if required (Parts Runner is off for the day)
- Taking fuel dips and entering onto logs daily
- Maintain cleanliness and organization of stock room, oil room, and washrooms. Be sure to change hand towels in washrooms when required.
- Assist mechanics with paperwork including work orders.
- Assist mechanics on shop floor when required.
- Assist mechanics with cleanliness and organization of Maintenance Shop – this is a priority and is part of everyone's job.
- Read and understand company policies and procedures.
- Other related duties as assigned

SKILLS & EDUCATIONAL REQUIREMENTS

- WHMIS
- Exceptional communication and interpersonal skills.
- Strong ability to work without supervision as well as cooperatively as a team member.
- Good computer skills an asset – Word, Excel, Outlook
- Comfortable working in a shop environment.
- Knowledge of the ski industry would be beneficial, but not necessary



Tool Crib / Parts Room Attendant

PHYSICAL & TIME REQUIREMENTS

- Day Shift Hours 0730 – 1700
- Follow lunch, washroom and break procedures as directed

- Lift up to 40 lbs, assisted lifts with anything over 40 lbs
- Ability to remain stationary for long periods of time
- Stability to walk on uneven surfaces and icy conditions
- Communicate, converse with and exchange accurate information with fellow crew members and other departments in a polite and professional manner

Employee Signature

Date

Andre Huter

Andre Huter, Director of Operations