



BOISE STATE UNIVERSITY

Job Standard for University Shop Assistant

Employee Name:

Employee ID:

Employee PCN:

How to use this Job Standard:

1. Click “View in Google Docs/Download” and download to Word.
2. The Job Overview, Level Scope, Minimum Qualifications and Essential Job Functions are specific to this job's competencies and cannot be edited.
3. For the Job Posting you may;
 - a. update/change the purpose to add in department specific information,
 - b. add key responsibilities to the 35% of the time, specific to your department needs,
 - c. add a preferred qualifications section
 - d. post the position using the business title

The statements on this job standard are intended to describe the general nature of the role and level of work being performed. They are not intended to represent an exhaustive list of all responsibilities, duties and skills required of the employee.

University Shop Assistant Overview

- Person Group: Classified
- Job Code: 01568
- Pay Grade: G
- FLSA Status: Non-Exempt
- Career Level: Level 2
- Family: Campus Planning & Facilities
- Function: Facilities Operations Services

Purpose

To maintain and repair hand and power tools; maintain tool and equipment inventory and supply room for applied technology or academic program labs at a University; procure, issue, and secure tools, supplies, and equipment; maintain computerized inventory systems; perform related work.

Level Scope

Applies skills and job knowledge in area of specialization; may adapt procedures, operations, techniques, tools, materials, and/or equipment to meet needs of area of specialization; may work on

non-routine tasks; resolves issues/makes working decisions within area of specialization or responsibility with minimal supervision.

Minimum Qualifications

Some knowledge of: inventory methods; materials and supplies procurement and handling, storing, and shipping methods; MSDS sheets and safety procedures for caustic, flammable, and hazardous products.

Experience: using equipment service manuals to troubleshoot and repair or upgrade power tools and equipment; preparing written material and completing forms; filing and retrieving data using a computerized records system.

Knowledge, Skills, and Abilities

- Experience using electronic testing equipment to troubleshoot and repair shop equipment.
- Knowledge of machines and tools, including their designs, uses, repair and maintenance

Essential Functions

Key Responsibilities

60% of Time the University Shop Assistant must:

- Troubleshoots, repairs, maintains, and upgrades power tools; interprets equipment service manuals; fabricates training aids; cleans, sharpens, and lubricates hand and power tools; cleans and makes minor repairs on lockers and benches in workshop and laboratory areas; identifies need and arranges for major equipment repairs.
- Issues tools, supplies, manuals and power equipment for use in University educational programs; prepares specifications and requisitions for purchases; inventories and exchanges overalls, lab coats, and shop towels for clean supplies; monitors expendable supply reorder levels; unlocks and prepares shop labs for class; secures tools, equipment and facility after classes; supervises work study students in issuing and storing tools.
- Maintains computerized inventory system; prepares computerized inventory and work order reports; determines proper floor and shelf location for supplies; insures hazardous materials are stored and safely disposed; performs and reconciles physical inventory of supply warehouse; insures that Materials Safety Data Sheet (MSDS) records are current for all products used; verifies quantity and quality of orders; tags supplies and stocks shelves; measures and mixes chemicals.

35% of Time the University Shop Assistant

Determined by department needs

5% of Time the University Shop Assistant

Perform other duties as assigned

Work Environment and Physical Demands

This work involves standing for periods up to two hours and duties which require stooping, bending, and lifting 50 pounds to waist height several times a day.

Travel Requirement

Not applicable for University Shop Assistant

Career Path

University Shop Assistant, Lead

Additional training/education or equivalent experience, as well as business need, are required for movement into higher level jobs.

Disclaimer

Incumbent must perform the essential duties and responsibilities with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work. Final employment offers are contingent upon a Final Candidate's successful completion of a Background Verification, and a determination by the University that the information derived from the Background Verification does not disqualify the individual. In addition, a Financial History Check and Motor Vehicle Record (MVR) Check may be required.