



JOB DESCRIPTION- TOOL ROOM ATTENDANT

General Description/Primary Purpose:

Provide assistance to the Machine Tool Lab Technician to operate, maintain, and repair machine tools, i.e., lathes, milling machines, grinders, etc. The Tool Room Attendant will check out tools and materials during laboratory sessions, build tooling as needed by MSC's Gunsmithing Program, assist with the summer NRA program machine shop needs, or other duties as assigned by the department chair.

Classification: Part-Time, Non-Exempt

Salary: \$15/Hour, Part-Time

Appointment: 12-month appointment

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with a low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC provides the best of both worlds: small-town life with access to big-city offerings.

Description of Duties:

1. Perform maintenance and repairs of machine tools, i.e., lathes, milling machines, welders, grinders, drill presses and metal saws, on a weekly schedule.
2. Operate machine tools in the fabrication of items required in the Gunsmithing Programs.
3. Issue tools and materials during laboratory and receive and inspect tools at the end of laboratory period check-in.
4. Assist Gunsmithing instructors in promoting and maintaining a safe working environment in the various laboratory facilities.
5. Assist with student tutoring in the lab facilities as per instructor's directions.

6. Collect and dispose of all trash in the various laboratory facilities.
7. Perform and maintain overall cleanliness of machine tool laboratory, tool crib, and other lab facilities.
8. Perform other related job duties as assigned by the Gunsmithing Program Chair, and the Dean of Agriculture, Business, and Occupational Technology.
9. To meet objectives of virtual-work related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.

Required Knowledge, Skills, and Abilities

Individuals must possess these kinds of knowledge, skills, and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodations, using some other combination of skills and abilities.

- Read and interpret blueprints and schematics in the operations and the repair of machine tools.
- Read the English language and interpret the safety labels on equipment and materials used in machine tools.
- Demonstrate basic mechanical aptitude for operation and repair of machine tools.
- Grasp, lift and/or carry items weighing a minimum of 50 pounds. Items are required to be moved and installed in the performance of routine duties.
- Perform duties within extreme temperature ranges.
- Exercise mathematical skills necessary to support the machine tools duties.
- Use manual dexterity to operate machine tools.
- Use visual ability to correctly read the micrometer dials on the machine tools equipment.
- Stand, walk and/or sit and continuously perform essential job functions for an eight-hour shift, with two fifteen-minute breaks and a one-hour meal break.
- Perform tasks requiring bending, stooping, kneeling, and walking significant distances between and within buildings on campus.
- Learn and perform all essential job functions accurately and safely with minimum direct supervision within four weeks after an employee begins work.
- Upon employment, the successful candidate must complete mandatory NIMS (National Incident Management System) training modules IS-100.HE; IS-700.a.

Hours:

Generally, the work week is 37.5 hours, with a daily schedule developed in coordination with the Program Chair. Other professional activities can be scheduled by college policy and in cooperation with the Program Chair, Dean, and the Vice President for Academic Affairs.

Qualification Standards:

1. **Minimum Education Required:** High School Diploma
2. **Experience:** 2 Years of experience in machine tools, i.e., lathes, milling machines, grinders, saws etc are preferred.
3. **Professionalism:** All employees at MSC are expected to demonstrate dedication to their work field and to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image while performing their responsibilities.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted, and employment is contingent upon the results of the national criminal and sex offender background check.

Application Process:

1. Letter of application
2. Resume
3. Three (3) letters of employment recommendation
4. Official transcript(s) required
5. Murray State College employment application
6. Complete the Background Check Consent Form on the MSC Website

Submit Application to:

Human Resources Office
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, OK 73460
humanresources@mscok.edu

MSC participates in E-Verify.

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