

# Federal Wage System Job Grading Standard For Tools and Parts Attending, 6904

## Table of Contents

WORK COVERED .....	2
WORK NOT COVERED.....	2
TITLES .....	2
GRADE LEVELS .....	2
TOOLS AND PARTS ATTENDANT, GRADE 4.....	3
TOOLS AND PARTS ATTENDANT, GRADE 5.....	4
TOOLS AND PARTS ATTENDANT, GRADE 6.....	5

## WORK COVERED

This standard covers nonsupervisory work which involves receiving, storing, issuing, signing out, and checking in various tools, equipment, shop supplies, and repair parts to and from such using maintenance, construction, and shop personnel as machinists, carpenters, and automotive and aircraft mechanics. Such work requires knowledge of the kinds of tools, parts, and equipment in stock and how to locate them, and an ability to identify and issue specific items requested by using personnel.

## WORK NOT COVERED

The following kinds of work are not covered by this standard:

- Receiving, storing, and issuing various bin and bulk supplies, materials, and equipment within warehouses, open storage areas, air freight terminals, and other similar operations;
- Assembling items from backup areas, and stacking and arranging them on shelves, bins, or other locations in commissary, clothing issue, and other personal services operations;
- Packing, crating, or preservation of various items of supply;
- Performing major overhaul, repair, or calibration of handtools, power tools, electrical, electronic, or other types of test meters, gages, and equipment; and
- Operating forklifts, warehouse tractors, and other material handling equipment.

## TITLES

Jobs graded by this standard are to be titled *Tools and Parts Attendant*.

## GRADE LEVELS

This standard does not describe all possible levels at which jobs might be established. If jobs differ substantially from the skill, knowledge, and other work requirements described in the grade levels of the standard, they may warrant grading either above or below these grades.

## TOOLS AND PARTS ATTENDANT, GRADE 4

*General:* The work at this grade involves performing various tools and parts room receipt, storage, identification, issue, minor repair, and inventory tasks according to clear and specific instructions on where and how to do the work.

*Skill and Knowledge:* Grade 4 attendants apply such receiving skills as checking numbers and names of items on container labels of incoming stock, and matching this information with that shown on receiving reports.

Grade 4 attendants know the specific locations established for items, and how these locations are marked, tagged, or otherwise identified. They apply this knowledge to store incoming stock and to put away items returned by using personnel. To further insure items are properly stored, Grade 4 attendants place, arrange, and rotate some items in consideration of their shelf life, age, and code date.

Grade 4 attendants select and obtain items from stock through routine identification skill. This involves matching specific item names, models, and stock or part numbers with similar specific information at stock locations.

The attendants at this grade know how to complete such entries as issue and turn-in dates, item names, and stock or part numbers on issue and turn-in forms.

Grade 4 attendants count items in bin and other storage locations during inventory of stock on hand, and give such information to the supervisor or to supply personnel responsible for the inventory. Grade 4 attendants may make such repairs as replacing wooden handles on handsaws, changing blades on power saws, and greasing and oiling powered hand equipment. Such repairs require skill in the use of pliers, screwdrivers, and other simple handtools.

*Responsibility:* The supervisor assigns work through oral and written instructions that clearly indicate where and how items are to be stored, maintained in storage, issued, signed out, and checked in. Grade 4 attendants are expected to complete repeated assignments with little review during their progress. The supervisor explains methods and procedures for any new assignments, and checks to see that completed work meets requirements.

*Physical Effort:* The attendants perform work on hard surfaces and in work areas that require them to stand, stoop, bend, and work in tiring and uncomfortable positions. They frequently lift and carry tools, parts, supplies, and equipment that weigh up to 5 kilograms (10 pounds). The attendants may occasionally handle items that weigh up to 18 kilograms (40 pounds). Handtrucks, dollies, and other workers are available for assistance with heavier items.

*Working Conditions:* The work is generally done in areas that are well lighted, heated, and ventilated. The attendants may occasionally work inside in areas that are drafty. The work is

sometimes dirty, dusty, and greasy. The attendants are frequently exposed to the possibility of cuts, scrapes, and bruises.

## **TOOLS AND PARTS ATTENDANT, GRADE 5**

*General:* In contrast to grade 4 attendants who receive clear and specific instructions on where and how to perform such work as tallying incoming stock, storing items in established locations, and identifying and selecting items for issue through a matching process, grade 5 attendants complete their work with little instruction on methods, procedures, or techniques to use and performs more difficult work such as verifying and reporting incoming shipments of stock that are over, short, or damaged, selecting and setting up specific storage locations according to such factors as use, size, shape, and nomenclature of items, and identifying and selecting for issue items that are requested by users in trade or shop terms.

*Skill and Knowledge:* In addition to tallying incoming items as described at grade 4, grade 5 attendants are skilled in verifying short, over, and damaged conditions of incoming stock by such means as opening, counting, and visually checking the contents of containers. Grade 5 attendants also know the procedures for reporting short, over, and damaged conditions of incoming stock, and make reports on these conditions to the supervisor or other responsible supply personnel when required.

In addition to placing items in established locations as described at grade 4, grade 5 attendants are skilled in selecting and setting up specific locations for items within the framework of the general storage plan. This involves considering such factors as the use, size, shape, weight, and similar nomenclature of items. Grade 5 attendants are also skilled in marking and tagging locations, and in making entries on locator records to show the names, quantities, and locations of stock.

Grade 5 attendants obtain items from stock by the matching process described at grade 4. In addition, grade 5 attendants are skilled in identifying specific items from the trade and shop names used by requesters. They are also more skilled than grade 4 attendants in determining the location, availability, and more specific identification of items (for example, the correct stock or part numbers of items). They usually use such references as locator files, issue and turn-in records, and stock and part number change lists for this purpose.

During inventories, grade 5 attendants count stock on hand in the manner described at grade 4. Additionally, grade 5 are skilled in searching likely locations and taking recounts of items in the tools and parts room to help supply personnel responsible for the inventory to determine the basis for over, short, or misplaced items. The attendants at this grade may also repair tools and equipment as described at grade 4.

*Responsibility:* The supervisor assigns work through oral and written instructions that indicate the work to be done and the requirements of the general storage plan. Grade 5 attendants complete their work by accepted stockroom methods, techniques, and procedures, and within the

framework of the general storage plan. Although in process work is usually not reviewed at this grade, grade 5 attendants are expected to bring to the attention of the supervisor any unusual problems encountered during the work. The supervisor may check to see that the work has been completed by accepted methods and procedures. In contrast to grade 4 attendants who perform their assignments according to clear and specific instructions on where and how to do them, grade 5 attendants independently determine the sequences, methods, techniques, and procedures appropriate for accomplishing their assignments, and carry their work through to completion with little advice from the supervisor.

*Physical Effort:* Physical effort at this grade is the same as that described at [grade 4](#).

*Working Conditions:* Working conditions at this grade are the same as those described at [grade 4](#).

## TOOLS AND PARTS ATTENDANT, GRADE 6

*General:* In contrast to grade 5 attendants who perform such work as selecting and setting up specific storage locations according to such factors as use, size, shape, and nomenclature of items, identifying and selecting for issue items that are requested by trade and shop terms, and searching likely locations for misplaced items during inventories, grade 6 attendants perform more difficult work such as setting up and shifting storage locations in consideration of such factors as space available, turnover, and convenience of handling items, identifying and selecting for issue items described by users in terms of their intended usage, recommending possible substitutes and interchangeable items, and determining when tools and equipment should be routed to appropriate shops for test, repair, or calibration. The attendants at this grade, like the grade 5 attendants, complete their work with little instruction on the methods, techniques, or procedures to use.

*Skill and Knowledge:* Grade 6 attendants apply the same receiving skill and knowledge as that described at grade 5. In addition to the identification and issuing skill and knowledge described at grade 5, grade 6 attendant have sufficient knowledge of the range of items in stock to identify specific items requested by users from descriptions of their intended usage, and to suggest, in the absence of requested items, other items that might fit users' requirements. Grade 6 attendants are skilled in determining substitute and interchangeable items. For this purpose, they usually use such references as manufacturers' specifications, stock catalogs, manuals, and bulletins.

Grade 6 attendants help supply personnel responsible for the inventory to determine the basis for over, short, or misplaced items by checking such references as out-for-repair and issue and turn-in records maintained in the tools and parts room, in addition to using the inventory methods described at grade 5. Grade 6 attendants have skill in determining from these records such errors as improper item issue and turn-in credit, and the failure of records to show that items have been sent out for repair.

Grade 6 attendants are skilled in determining when tools and equipment should be sent to test, repair, and calibration shops, in addition to making minor repairs to tools and equipment as described at grade 5. They make these determinations by performing visual and operating checks, making measurements with such devices as calipers, and receiving reports from users on the nature and extent of damage to tools and equipment.

In contrast to grade 5 attendants who note and report obviously damaged and inoperative items to the supervisor, grade 6 attendants are able to determine when many damaged and inoperative items appear beyond or too costly to repair. Whenever required, they make these determinations and provide their evaluations to stock disposal personnel to aid them in determining whether or not items should be salvaged, repaired, and returned to stock.

Grade 6 attendants are able to provide information on the status of stock useful to the supervisor or responsible supply personnel for determining and keeping adequate numbers and types of items on hand. Whenever required, grade 6 attendants watch and report, for example, items that are in short supply because of unusual breakage or because they are frequently out for repair. In many tools and parts rooms, grade 6 attendants pass onto the supervisor requests for items not kept in stock but which users indicate are needed for their work.

Grade 6 attendants are able to keep track of project assigned items when required. For example, based on information from the supervisor about incoming, project-assigned items and the in process or planned projects to which they are assigned, grade 6 attendants are skilled in identifying and insuring that project-assigned items are separated from regular items when they arrive. They have skill in setting up special storage locations for such items, and in keeping them separated from regularly stocked items during their storage. They are also skilled in selecting and issuing the proper items for the proper project, and in marking issue records to show projects against which these items are charged. They usually report to the supervisor any project-assigned items that are left over when projects are completed.

*Responsibility:* At this grade, as at grade 5, the supervisor provides oral and written instructions that indicate the work to be done and the requirements of the general storage plan. Grade 6 attendants, like grade 5 attendants, complete their work within the framework of the general storage plan and with little instruction on how to do it from the supervisor. Such work as setting up and maintaining storage locations, identifying users' tools, parts, and equipment requirements, recommending possible substitute or interchangeable items, and insuring that tools and equipment are maintained in good condition, as described at this grade, involve a wider and more complex range of work processes than the work described at grade 5. This requires more difficult decisions and judgments in the determination and selection of work sequences, methods, procedures, and techniques at this grade than at grade 5. The supervisor judges the quantity and quality of the overall work at this grade on the basis of reports from customers.

*Physical Effort:* Physical effort at this grade is the same as that described at [grade 4](#).

*Working Conditions:* Working conditions at this grade are the same as those described at [grade 4](#).