

Tool Store Attendant Job Description

A comprehensive job description template
for Australian construction businesses

Business Name: _____

Location: _____

Employment Type: _____

Reports To: _____

Date: _____

DISCLAIMER

This template is provided for general informational purposes only and does not constitute legal advice. It is designed to reflect Australian workplace standards and construction industry practices at the time of publication. You should review and tailor this template to suit your business, project type, applicable modern award and specific requirements. For complex situations, independent legal or HR advice should be sought. RosterElf Pty Ltd accepts no liability for any loss arising from reliance on this document.

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1. Position Overview

1.1 Position Title

Tool Store Attendant / Stores Person / Equipment Coordinator

1.2 Position Summary

The Tool Store Attendant is responsible for managing the site tool store, issuing tools and equipment to workers, maintaining inventory records and coordinating equipment maintenance and repairs. This organized and detail-oriented role requires knowledge of construction tools and equipment, strong administrative skills, and the ability to maintain accurate tracking systems. The Tool Store Attendant ensures workers have the equipment they need while protecting company assets.

The position involves receiving and checking in tools and equipment, issuing tools to workers with proper documentation, maintaining inventory records, tracking equipment location and condition, coordinating equipment servicing and repairs, managing consumable supplies, ensuring equipment is returned, and reporting damaged or missing items. The role requires excellent organizational skills, attention to detail and good communication with site personnel.

1.3 Reporting Structure

This position reports to:

- Site Supervisor / Site Manager
- Plant and Equipment Manager
- Project Manager

1.4 Employment Type

This position is available as:

- Full-time (38 hours per week)
- Project-based contract
- Permanent position on large or long-term projects

2. Key Responsibilities

2.1 Tool Issue and Return

- Issue tools and equipment to workers with proper sign-out procedures
- Check tools for damage and functionality before issue
- Record tool allocations and track who has what equipment
- Process tool returns and verify condition
- Follow up on overdue or unreturned equipment
- Ensure workers sign for tools and accept responsibility

- Manage tool collection at end of shifts or projects

2.2 Inventory Management

- Maintain accurate inventory records of all tools and equipment
- Conduct regular stocktakes and audits
- Track tool locations across multiple site areas
- Update inventory management systems or spreadsheets
- Identify missing or unaccounted equipment
- Monitor stock levels of consumables and supplies
- Report inventory discrepancies to management

2.3 Equipment Maintenance Coordination

- Schedule regular servicing and maintenance of equipment
- Coordinate repairs for damaged or faulty tools
- Maintain service and maintenance records
- Tag out and quarantine damaged equipment
- Liaise with equipment suppliers and service providers
- Track equipment under repair and follow up on returns
- Ensure all equipment has current testing and tagging

2.4 Tool Store Organization

- Maintain clean and organized tool store
- Store tools properly to prevent damage
- Organize storage systems for efficient access
- Label and categorize equipment
- Secure tool store and prevent unauthorized access
- Clean and maintain tools before storage
- Ensure safe storage of equipment and materials

2.5 Procurement and Ordering

- Identify requirements for new tools or replacement equipment
- Prepare purchase requisitions and orders
- Coordinate tool deliveries and check against orders
- Order consumable supplies and maintain stock levels
- Obtain quotes from suppliers when required
- Process invoices and maintain purchase records
- Manage tool hire arrangements

2.6 Safety and Compliance

- Ensure all equipment has current safety testing
- Remove unsafe or non-compliant tools from service
- Maintain electrical testing and tagging records
- Check operator licences before issuing specialist equipment
- Ensure proper guards and safety devices are fitted
- Report safety concerns regarding tools or equipment
- Follow site safety procedures and requirements

2.7 Documentation and Reporting

- Maintain tool sign-out sheets and electronic records
- Prepare regular inventory and equipment reports
- Document equipment damage and losses
- Track equipment costs and maintenance expenses
- Report on equipment utilization and requirements
- Maintain records for warranty claims
- Complete administrative tasks accurately and promptly

3. Required Skills and Attributes

3.1 Essential Skills

Tool and Equipment Knowledge

Good understanding of construction tools, power tools and site equipment. Knowledge of tool functions, applications and maintenance requirements. Ability to identify different tool types and their uses. Understanding of equipment safety requirements and testing standards.

Organizational Skills

Excellent organizational and administrative abilities. Strong attention to detail for inventory tracking. Systematic approach to tool management and record keeping. Ability to maintain multiple tracking systems simultaneously.

Computer Skills

Competent computer skills for inventory management systems. Proficiency with spreadsheets and databases. Ability to learn construction management software. Good data entry accuracy and speed.

Communication Skills

Clear communication with site workers and management. Ability to enforce tool return policies professionally. Effective liaison with suppliers and service providers. Good written communication for documentation.

3.2 Personal Attributes

- High level of integrity and trustworthiness

- Excellent attention to detail
- Organized and methodical
- Reliable and punctual
- Customer service oriented
- Ability to work independently
- Patient and helpful
- Assertive when necessary
- Problem-solving ability
- Professional demeanor

4. Qualifications and Requirements

4.1 Mandatory Requirements

- Construction Induction Card (White Card)
- Experience in construction environment preferred
- Computer literacy including Excel or equivalent
- Good literacy and numeracy skills
- Physically fit for manual handling of tools and equipment
- Ability to pass pre-employment medical including drug and alcohol screening
- Eligibility to work in Australia

4.2 Desirable Qualifications

- Trade background or construction industry experience
- Experience with inventory management systems
- Forklift licence
- Driver's licence
- Certificate in Warehousing or Stores
- Current First Aid certificate
- Test and Tag qualification
- Experience in procurement or purchasing

4.3 Experience

Previous experience in tool stores, equipment management or construction stores preferred. Demonstrated experience with inventory management and record keeping. Understanding of construction tools and equipment valued. Experience in customer service roles beneficial. Must demonstrate reliability, attention to detail and organizational skills.

5. Working Conditions

5.1 Hours of Work

- Standard construction hours: 7:00am to 3:30pm Monday to Friday
- May require early starts to prepare tool store for day shift
- May require staying after hours for tool collection
- Occasional overtime for stocktakes or equipment audits
- RDOs (Rostered Days Off) as per award provisions

5.2 Physical Requirements

- Lifting and carrying tools and equipment
- Standing for extended periods at tool store counter
- Climbing ladders to access storage shelves
- Bending and reaching for stored items
- Manual handling of heavy equipment
- Good physical fitness for site work

5.3 Work Environment

- Indoor tool store with some outdoor work
- Exposure to construction site noise and activity
- Working with oil, grease and tool maintenance products
- Clean but industrial environment
- Interaction with site workers throughout the day
- Some exposure to weather when moving equipment

5.4 Personal Protective Equipment

- Hard hat, safety glasses and high visibility clothing (provided)
- Steel-capped safety boots (employee to provide)
- Long pants and covered footwear required
- Work gloves for handling equipment
- Hearing protection when in high noise areas

6. Award Information

6.1 Modern Award Coverage

This position is covered by the Building and Construction General On-site Award 2020 (MA000020). The award sets minimum pay rates, allowances and conditions for employees working in the building and construction industry.

6.2 Classification Level

Tool Store Attendants are generally classified under the award as:

- CW1: Construction Worker Level 1 performing general stores duties
- CW2: Construction Worker Level 2 with stores management responsibilities
- Higher classifications based on additional responsibilities and experience

The specific classification level will be determined based on duties performed, inventory management responsibilities and level of autonomy.

6.3 Allowances and Penalties

Employees are entitled to various allowances including:

- Industry allowance (per week for full-time employees)
- Travel allowance for work beyond normal radius
- Additional allowances for special duties or responsibilities
- Overtime rates: Time and a half for first 2 hours, double time thereafter
- Saturday rates: Time and a half
- Sunday rates: Double time
- Public holiday rates: Double time and a half

Refer to the Building and Construction General On-site Award 2020 for current rates and detailed conditions.

7. Expected Behaviours

7.1 Professional Conduct

- Arrive on time to open tool store before shift starts
- Maintain professional and helpful attitude with all workers
- Follow all site rules and company policies
- Handle company assets with care and responsibility
- Maintain confidentiality regarding equipment values and losses
- Represent the company professionally

7.2 Accuracy and Accountability

- Maintain accurate records of all tool movements
- Ensure all tools are properly signed in and out
- Follow up diligently on unreturned equipment
- Report discrepancies immediately
- Take ownership of tool store management
- Complete documentation accurately

7.3 Safety Standards

- Never issue damaged or unsafe equipment
- Ensure all equipment has current safety testing
- Report safety concerns immediately
- Follow safe manual handling procedures
- Maintain safe and organized tool store
- Wear required PPE at all times

7.4 Service and Communication

- Provide efficient and friendly service to all workers
- Communicate equipment availability and lead times
- Report equipment shortages to management promptly
- Coordinate with supervisors on equipment needs
- Keep management informed of tool store issues
- Build positive relationships with site personnel

8. Application Process

8.1 How to Apply

Interested candidates should submit:

- Current resume/CV including work history
- Copy of White Card
- Cover letter outlining relevant experience
- Details of inventory management or stores experience
- Copies of relevant certificates and licences
- Contact details for at least two referees

8.2 Selection Process

Shortlisted candidates will be invited to:

- Initial phone interview to discuss experience and suitability
- Face-to-face interview with site management
- Site visit to view tool store operations
- Computer skills assessment
- Reference checks with previous employers
- Pre-employment medical including drug and alcohol screening

8.3 Equal Opportunity

We are an equal opportunity employer and welcome applications from all qualified candidates regardless of age, gender, cultural background, disability or other characteristics protected by law.

Position Acknowledgement

I have read and understood this job description. I understand that my duties may be varied from time to time to meet the operational needs of the business.

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

For Manager Use Only

Manager Name: _____

Manager Signature: _____

Date: ____ / ____ / ____