



POSITION ANNOUNCEMENT
Reno, Nevada

TOOL ROOM ATTENDANT
Ground Ops / Maintenance

Starting Salary Range: \$18.51 to \$25.49 Hourly, DOE
FLSA: Non-Exempt

***Tactical Air Support was named Nevada Center for Entrepreneurial Technology (NCET)
2019 Aerospace/Aviation Company of the Year***

Tactical Air Support, Inc., a national company headquartered in Reno, Nevada, provides domestic and international “**Center of Excellence**” training and advisory services in tactical aviation and is seeking a **Tool Room Attendant** to join our Maintenance team.

Tactical Air’s motto is “*We Serve Those Who Serve*” and our company’s purpose is twofold: we help make the world more secure through our efforts to improve the military capabilities and security of the U.S. and our partner nations, and we create an environment where our employees can discover, develop, and share their talents in ways that provide a meaningful career path.

Tactical Air’s ground operations includes maintenance and logistic support for our own fleet of high-performance aircraft and for our customers, with assignments and detachments across the U.S. Tactical Air’s team includes A&P-certified and tactical aircraft experienced mechanics, technicians, and logisticians, with a combined experience of more than 75 years in tactical aviation maintenance and more than 30 years supporting U.S. military adversary contract maintenance. The Tool Room Attendant position is an integral part of an elite team of professionals who get things done, enjoy working together, and are committed to growing with this fast-moving company.

This position is located in Reno, Nevada. With a population of over 400,000, the Reno/Sparks area is a thriving, growing community nestled along the eastern slope of the Sierra Nevada mountain range. Reno/Sparks and the surrounding area, including a short drive to beautiful Lake Tahoe, offers a variety of arts and entertainment, an eclectic restaurant scene, and unlimited recreational activities. There is truly something for everyone. Check out <https://workliveplayrenotahoe.com/> for more information about living in Reno.

The ideal candidate for the Tool Room Attendant position will be professional, highly productive, disciplined, team-oriented, technically astute, and responsive to the needs of the company, colleagues, and customers. This position will be responsible for the daily issuance of tools and hazardous material and will perform duties in support of aircraft operations. The Tool Room Attendant must be knowledgeable in federal and state regulations required by the Department of Defense (DoD); Manufacturer Material Safety Data Sheets (MSDS); Environmental, Health, and Safety; Quality Assurance; Security; Explosive Safety; and all other applicable governmental and company programs.

The key desirable and preferred requirements for this position include:

- Two years’ experience specializing in a DoD aviation material control environment.

- Tool Room Control and Hazardous Material handling experience.
- Completion of 40-hour HAZMAT course required.
- Naval Aviation Logistics Command Management Information System (NALCOMIS/OOMA) and Aviation Logistics Material Management System background/experience preferred.
- Strong interpersonal skills and ability to provide excellent customer service.
- Strong organizational and time management skills with ability to correctly prioritize workload to maintain schedules, deadlines, and standards on assigned projects.
- Ability to manage multiple roles and projects and to see the big picture.
- Ability to remain calm under pressure and be adaptable.
- Ability to cross-train into other specialties.
- Ability to read, listen to, and understand information and ideas verbally and in writing.
- Creativity, positivity, and confidence.
- Regular travel to various work sites throughout the U.S. may be required.
- Ability to obtain U.S. government security clearance.
- This position is subject to pre-employment and random drug/alcohol screening (including for marijuana).

The successful candidate for this position must be willing to relocate. Tactical Air does not provide relocation expenses.

Tactical Air offers a comprehensive benefits package, including (but not limited to) 401K retirement savings plan with employer match, full health/dental/vision care, and life insurance. The level of position offered will be dependent upon background and qualifications. If you are a dynamic, self-motivated individual who appreciates challenging yet rewarding work, with a keen interest in cutting-edge aircraft mission systems development and maintenance, Tactical Air invites you to apply.

All applicants must submit a cover letter, current CV/resume, and completed employment application. For complete position profile and application, please go to <https://tacticalairsupport.com/jobs/>.

The deadline to submit complete application materials is July 15, 2020.

If any candidate requires assistance in accessing or completing an employment application, please contact Human Resources.

Tactical Air is proud to be an EOE AA M/F/Vet/Disability Employer

Tactical Air Support, Inc and Associated Subsidiaries Position Description

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Reports to: Director as Assigned, Chief Operations Officer
Classification: Non-Exempt
Date: 8 May 2018

Tactical Air Company Values:

- **Integrity** – we are honest and truthful in what we say and do.
- **Excellence** – we develop the highest quality people, products, and services.
- **Respect** – we are proven experts valued for our ability and experience.
- **Reliability** – we provide consistent, dependable, and trusted performance.
- **Commitment** – we are dedicated to our mission, customers, and each other.

Core Values:

- **Character matters.**
- **Safety is a byproduct of our professionalism.**
- **Excellence is our standard.**

Employees are expected to apply and follow these principles in the performance of their respective duties:

- Pursue excellence and be accountable.
- Develop working knowledge of company programs and services.
- Learn and comply with company and departmental policies, protocols, and systems.
- Apply customer service practices and emotional intelligence to cultivate and maintain professional and respectful relationships with co-workers, customers, public/private officials, partners, suppliers, local communities, and the general public.
- Be aware of safety program and policies and practice safe work habits.
- Perform quality work with or without direct supervision.
- Work collaboratively, cooperatively, and effectively with co-workers, managers, and stakeholders whether as a team player, team leader, or individual contributor.
- Serve as a mentor, coach, encourager, and motivator to fellow colleagues as needed.
- Exercise self-motivated, self-directed, independent, and mature decision-making, problem-solving, creative thinking, and analytical skills.
- Approach work with energy, a positive attitude, and sense of humor.
- Be flexible, adaptable to change, and willing to learn.
- Be a good steward of company resources, using time and resources wisely.
- Safeguard confidential and proprietary information in accordance with company and legal requirements.

Position Summary

Under general direction, the Tool Room Attendant is responsible for the daily issuance of tools and hazardous material and will perform logistical duties in support of aircraft operations. This position will require compliance with all regulations and policies required by the Department of Defense (DoD); Manufacturer Material Safety Data Sheets (MSDS); Environmental, Health, and Safety; Quality Assurance; Security; Explosive Safety; and all other applicable governmental and company programs.

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The following education and experience; essential functions; knowledge, skills, and abilities; physical demands; and work environment are generally representative of the minimum or preferred requirements to enter the job and capably perform the duties and responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Education, Work Experience, and Licenses

- High School Diploma or equivalent.
- Two years' experience specializing in a DoD aviation material control environment.
- Relevant experience with Tool Room Control and Hazardous Material handling.
- Equivalent combination of training, education, and experience in a relevant field or industry.
- Completion of 40-hour HAZMAT course required.
- Valid State Driver License.
- Ability to pass government licensing requirements.
- Familiarity or experience with U.S. Department of Defense (DoD) federal contractors and the aerospace, defense, or commercial aviation industry preferred.

Essential Functions Required

The essential functions for this position may include, but are not limited to:

- Receive, store, and issue hand tools, machine tools, dies, replacement parts, and shop supplies and equipment
- Coordinate fulfillment of requisitions and procurement of tools, parts, and materials, and corresponding supplies to maintain required tool and materials in support of aircraft operations.
- Prepare periodic inventory or maintain perpetual inventory of tools and equipment.
- Inspect and measure tools and equipment for defects and wear and report damage or wear; prepare written damage reports and disposal/turn-in documentation.
- Maintain records of tools issued and returned; search for lost or misplaced tools.
- Comply with and participate in the Foreign Object Damage (FOD) Program.
- Utilize and operate stationary and portable bar code readers.
- Design, develop, document, and maintain requisition logs and files, stock records and files, and work accomplished records or any other records required.
- Maintain proper identification of tools and equipment for accountability utilizing engraving, etching, tagging, or marking tools.
- Prepare written item descriptions for a range of new items entering the supply channels.
- Utilize common hand tools and equipment to package, handle, and transport tools, equipment, supplies, and materials.
- Ensure security of tool room and adjoining facilities as applicable and in accordance with the Tool Control Program.
- Comply with established general and industrial safety rules and regulations.
- Provide training or guidance in tool room control and HAZMAT requirements to other employees as needed.
- Other duties as assigned.*

Knowledge, Skills, and Abilities (KSAs)

- Knowledgeable in the Hazardous Materials Management System (HMMS) for control and issue of hazardous materials, Naval Aviation Logistics Command Management Information System Program (NALCOMIS/OOMA), and Aviation Logistics Material Management System (ALMMS) for all required user techniques and applications.

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- Familiarity with DoD procedures, regulations, and directives concerning logistics support and supply systems, specifically the tool control and hazardous materials programs as it applies to organizational and intermediate level maintenance.
- Ability to be self-directed in the adherence to all government and company Tool Control Program requirements.
- Knowledgeable in use of standard office equipment and procedures.
- Strong computer skills with ability to utilize various software and applications (Microsoft Office 365/GCC High preferred) for creating documents and reports, spreadsheets, presentations, or publications as required; web-based applications for organizing work, communications, or data entry; virtual office/cloud-based file sharing.
- Ability to properly handle classified materials, manage files, and maintain records in compliance with standard or required recordkeeping practices.
- Strong communication skills with the ability to provide information to colleagues, customers, co-workers, or other stakeholders (internal and external) utilizing various communication formats and tools, and exhibiting appropriate body language and listening skills, with emphasis on sharing or transmitting technical information with clarity and accuracy.
- Ability to plan and carry work through to completion with accuracy and attention to detail.
- Ability to comfortably manage multiple tasks and projects utilizing time management and organization skills.
- Knowledge of proper use of government classified networks, telephone, and email practices and etiquette.

Supervisory Responsibility

This position currently has no supervisory responsibilities.

Physical Demands

- Regular periods of sitting and/or standing.
- Regular use of desktop/laptop computer and peripheral equipment.
- Regular periods of reading and analyzing fine print.
- Ability to bend, stretch, twist, or reach with body, arms, and/or legs.
- Ability to exert maximum muscle force to lift, push, pull, or carry objects.
- Frequent lifting up to 50 pounds (with assistance, if required).
- Frequent use of hands and arms to handle, install, position, move, or manipulate materials and things.
- Frequently required to actively talk, listen, and hear.
- Regularly ascend/descend stairs.

Work Environment

While performing the duties of this position, employees may encounter the following, but not limited to, work situations:

- Face-paced, high-pressure, safety-conscience environment.
- Aircraft hangar or warehouse environment with exposure to loud noises, fumes from engines and chemicals, unpredictable climate (hot/cold), and electrical shock, or trip or slip hazards.
- Specific work hours determined by operational, departmental, or contractual requirements.
- Occasional evening, weekend, holiday, and overtime work may be required.
- Occasional travel to various work sites throughout the U.S. may be required.

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Work Authorization/Security Clearance

- Must be lawfully eligible to work in the United States and complete a U.S. government I-9 Form.
- Must be eligible to obtain a U.S. government security clearance.
- Pre-employment, random, or for cause drug/alcohol testing (including for marijuana) required.
- Pre-employment and ongoing physical certifications may be required.

****The statements herein are intended to describe the general nature and level of the position but may not encompass all specific job tasks an employee so classified may be required to perform. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of Tactical Air Support, Inc. Furthermore, this position description does not establish a contract or implied contract for employment.***