



Pacific Crest Trail Association Mount Hood Chapter Volunteer Job Description



Tools Coordinator

Purpose

The Tools Coordinator job involves maintaining tools and supplies in the caches to support work parties.

Duties and Responsibilities

- Maintain tool readiness
 - Repair damaged tools and equipment; fix or arrange to have equipment repaired professionally
 - Ensure chainsaw fuel mix and chain lubricant oil, and crosscut saw solvent and lubricant, is available and properly stored in the caches
 - Sharpen tools as needed (at least annually)
 - Replace worn or unusable equipment
 - Ensure chain saws are cleaned
 - Provide spare parts
- Ensure that tools belonging to Mount Hood Chapter are identified as such
 - Labels or writing
 - Painted Handles
- Teach and train others to perform light maintenance roles
 - Filing Techniques
 - Fueling
- Maintain list of tool needs identified by crew leaders and caretakers
- Purchase tools and reimburse through PCTA, within budget
- Submit annual inventory report to PCTA
- Lead "Tool Day" events where other caretakers and crew leaders can participate in cleaning, sharpening, marking, and painting tools
- Delegate duties to other individuals as warranted

Qualifications

- Knowledge of tools
- Willingness to take on projects
- Ability to learn new skills
- Must understand the paperwork required to submit expenses
- Basic computer skills helpful for submitting reports

Support Provided

Crew leaders and caretakers who have expertise in maintaining tools will offer both training and transitional assistance.

Time Commitment

Time commitment is dependent on tool condition, tool use, and needs. Additional time for paperwork as needed.

Optional

- Enter project reports.
- Assist with tool pick up and return.
- Moving Tool Trailer to training or work sites