



Gilmore - Job Description

Position: Tool Crib Attendant
Reporting Line: Machine Shop Manager
Department: OPS-Admin
Facility: Gilmore, Lumpkin Rd.
Location: Houston, TX
FLSA Status: Non-Exempt
Work Status: Direct Indirect
Mercer ID #:
AX Grade:

Company Overview

Gilmore is an independently operating business wholly owned by Proserv which specializes in the delivery of severe service flow control solutions across the Energy market. Gilmore's manufacturing and headquarters are in Houston, Texas USA and has a network of distribution partners which span the globe supporting global regional markets.

Our people are fundamental to the success of our organization and remain at the heart of our achievements. At Gilmore, we aim to develop our business around a valued and motivated workforce that encourages personal development and allows our people to flourish and realize their fullest potential.

Role Synopsis

This position is responsible for the control of the machine shop tool inventory and its efficient distribution to the production floor.

Essential Duties & responsibilities (includes, but not limited to the following)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed herein are representative of the knowledge, skill, and/or ability required. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.

- Keep and maintain an organized tool room.
- Control the distribution of company owned inspection tools.
- Control the distribution of cutting tools, issue tools and supplies to production personnel.
- Inspect used tools and either discard or return to assigned tool room or vending location.
- Assist operations with data collection regarding tool life and usage.
- Requisition tooling and supplies for the machine shop
- Preview work orders and ensure all required tooling and consumables are available for the production run; assemble the tooling for distribution to the shop floor.
- Setup tools in pre-setter as required.



- Hot shot drive when need local pickup.

Compliance Requirements

Gilmore has a Business Ethics Policy (the “Policy”) which provides guidance to employees in day-to-day roles, as well as helping the employee and the business comply with the law at all times. The incumbent must read, understand and comply with, at all times, the Policy along with all other corresponding policies, procedures and directives.

QHSE Responsibilities

- Demonstrate a personal commitment to Safety, Quality, Health, and the Environment
- Apply Gilmore’s, and where appropriate Client Company’s Safety, Quality, Health, & Environment Policies and Safety Management Systems
- Promote a culture of continuous improvement, and lead by example to ensure company goals are achieved and exceeded.

Required Qualifications/Work Experience

Education

Essential

- High School Diploma or equivalent.
- 10 years related experience and/or training; or equivalent combination of education and experience.

Experience

Essential

- Previous experience in a production or job shop.
- Thorough knowledge of carbide inserts and cutting tools.
- Ability to operate a tool presetter.
- Working knowledge of Microsoft Windows, Excel and Office.
- Fluent in English language; read, write and speak.
- Basic math skills.
- Able to identify and solve problems, manage multiple priorities and multi-task.
- Ability to understand engineering drawings and use of inspection tooling.
- Physical ability to immediately respond to emergency situations.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.



- Physical Dexterity required; ability to ascend/descend ladders; climb or balance; ability to reach with hands/arms, lift, push, pull, and move objects fifty (50) pounds or more.
- Sitting, standing and walking.
- Employee may need to walk and stand at least eight (8) hours per day.
- Stoop, kneel, crouch, or crawl.
- Speak/hear and use specific vision abilities such as close vision, distance vision, colour vision, peripheral vision, depth perception and ability to adjust focus.
- Work involves moderate to frequent exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odours and/or loud noises.
- Employee may be required to work long hours at times, up to twelve (12) hours per day.
- Ability to wear required Personal Protective Equipment (PPE). Includes hard hat, steel toed shoes, safety glasses, etc.

Work Environment

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.

- Work will mostly be performed indoors in a controlled environment. Some exposure to the manufacturing and shop areas, which are open, and not air conditioned.

To apply

Please send an updated CV to HR@gilmore.com