



Job Title: Mold Setter

Reports to: Operations Manager

SUMMARY:

Sets mold into molding machines per specifications of job.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Understands and knows basics tools for setup.
- Understands and knows basic electronics.
- Sets and removes molds IAW company quality standards.
- Inspects molds to ensure placement is correct.
- Obtains all secondary equipment and fixtures needed for job and sets up workstation IAW instruction sheet requirements.
- Repairs all water, oil and/or hydraulic fluid lines.
- Prepares work orders for maintenance and/or tool room as necessary.
- Removes unused equipment and molds and places in designated areas.
- Cleans platens.
- Removes excess grease from tie box and molding area.
- Inspects machine for unusual wear or damage.
- Inspects heater bands for malfunction.
- Ensures correct nozzles and tips are adequate.
- Coordinates with supervisor to ensure set up inspection is carried out in timely manner.
- Completes necessary documentation for mold and equipment set up prior to start up of machine.
- Notifies maintenance and supervisor of unsafe working conditions.
- Returns mold to designated storage area with last shot and tag.
- Assists technicians and material handlers as required.
- Performs minor maintenance on equipment during mold changes.
- Understands and knows Plantstar.
- Knows and has experience with SAP. Must be able to read line items.
- Communicates important information to relief mold setters.
- Knows, understands and complies with company quality policies and directives.
- Learns, supports and practices continuous improvement initiatives to improve processes and quality. Expected to submit ideas on process improvement to supervisor, engineering and/or quality. Participates in continuous improvement activities, as directed.
- Performs housekeeping functions of all areas, to ensure a clean work environment.
- Understands and practices safe work habits at all times.
- Performs other duties as directed. (Duties may be assigned outside scope of core responsibilities).

QUALIFICATION REQUIREMENTS:

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

EDUCATION OR EXPERIENCE:

High school diploma or equivalent or one (1) year related experience and/or training; or equivalent combination of education and experience.



CERTIFICATION, LICENSES OR TRAINING:

Must be able to obtain and maintain valid fork truck license. Certify on Paulson and re-certify every six months thereafter. Lock out/Tag out training.

LANGUAGE SKILLS:

Ability to read and interpret English language documents, such as instruction sheets, safety rules, and quality documents. Ability to communicate with co-workers and supervisors.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee must constantly focus, hear, and see. The employee is frequently required to climb, crouch, read, stoop, bend, reach, handle, grasp, sit, drive and lift/carry parts up to 50 pounds. The employee occasionally is required to talk. Work shift duration is either eight (8) or twelve (12) hours.

WORK ENVIRONMENT:

While performing the duties of this job, the employee constantly works near moving mechanical parts/equipment and is exposed to dirt, dust and conditions of high heat and humidity. The noise level is usually loud.