



Job Title: Tooling Technician

Reports to: Tool Engineering Manager

SUMMARY:

Performs duties related to repair, maintenance, fabrication and qualification of experimental and production molds, jigs, fixtures, gauges or any other support equipment.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Works from a variety of prints, sketches, drawings, manuals, formulas, and verbal instructions to achieve specific requirements (mold maintenance, fitting, assembling, CNC machining, etc.)
- Maintains tolerances within stated levels
- Applies electrical, hydraulic and pneumatic standards to molds or other apparatus
- Trouble shoots basic electronic and/or hydraulic problems.
- Instructs and verifies work performed by others as directed
- Provides safe tools and processes for production
- Loads and unloads tools from transports
- Trains employees as needed
- Complies with all safe practices when working with large tools
- Knows, understands and complies with company quality policies and directives.
- Learns, supports and practices continuous improvement initiatives to improve processes
- Performs housekeeping functions before and after job.
- 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. Responsibilities are guided by a general set of policies or objectives. There is considerable freedom to make decisions within these policies/objectives. Delays, wasted time or expenses resulting in changes/compromises or improper decisions may result in loss of business. 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:

Associate's degree or equivalent from a two-year college or technical school in Tool and Die and/or three to five years related experience.

CERTIFICATION, LICENSES OR TRAINING:

Must be able to obtain and maintain valid fork truck license.

LANGUAGE SKILLS:

Ability to read and interpret most documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports, correspondence and to speak effectively before groups of customers or employees of the organization