

Tool Die Maker Assistant (Entry level), Tool Die/Maker 1, Tool Die/Maker 2.

Department: Production Tooling or New Tooling

Supervisor: Director of Engineering, Design Development Tooling Coordinator

Position Summary:

Tool/Die Maker 1 and 2 supports functions of progressive metal stamping tool/die maintenance/repair (Production Tooling) and/or tool /die design (New Tooling) by interpreting engineering specifications, laying out, machining, fitting, and assembling metal components in a progressive metal stamping tool/die. Tool/Die Maker Assistant (entry level) has none to minimal tool/die making skills/ experience and is considered as an apprentice in training. Responsibilities may be limited and under direct supervision. Tool/Die Maker 1 may have roughing and machining responsibilities. Tool die/making skills/experience may be minimal to limited. There may be some direct supervision required. Tool/Die Maker 2 has more advanced tool/die making skills/experience. Main responsibilities may focus on troubleshooting and there may be little to no direct supervision required.

Essential Job Functions:

- Correctly reads and interprets engineering blueprints/specifications.
- Shapes, smooths, fits, and assembles components of progressive metal stamping die in either repair/maintenance or design functions.
- Computes and verifies dimensions, alignments, and clearances; determines assembly method and sequence of operation in die design or repair/maintenance.
- Safely and correctly operates tool room machine equipment including lathes, milling machines, grinders, drill presses, band saws, jig borers, and wheel dressers.
- Safely and correctly operates production related automatic power presses.
- Troubleshoots die maintenance/repair and die set up. (Tool/Die Maker 2 only)
- Complies with all safety programs especially those related to tool/die repair/maintenance and tool/die design such as machine guarding, lock/out, personal protective equipment, fire and electrical safety, and hearing conservation.
- Performs and documents scheduled preventive equipment maintenance. Communicates equipment related problems correctly.

Marginal/Less Essential Job Functions:

- Heat Treats
- Solders
- Welds
- Orders supplies and components needed for tool/die repair/maintenance and/or tool/die design.
- Uses computers for data entry in a specified and appropriate manner.
- Keeps work area clean and well organized in a 5S manner.
- May assist in the training of other employees as indicated.

Job Qualifications and Requirements:

- Training and Experience:

Ability to read/ write English and shop math equivalent to high school or GED diploma. Work experience required for Tool/Die Maker 1 (minimum of 2 years) and Tool/Maker 2 (minimum of 3 years)

Additional Tool/Die Vocational training may be optional

- Physical Demands:

The employee is required to stand, walk, pull, and bend to the floor. There is occasional exposure to heaving weights of 25-60 pounds.

- Mental and visual demands:

Visual acuity is required for reading machine dials, blueprints, and precision measuring Instruments. Mental acuity of an exacting and somewhat difficult nature is required.

- Working Conditions:

The employee may be exposed on a limited basis to high noise levels from operating Machines, physical hazards from moving equipment and machine parts, respiratory Hazards from breathing fumes, dust, and mist