

Tool and Die Maker

Job Title:	Tool and Die Maker	FLSA Status:	Non-exempt
Department:	Engineering	Reports To:	Tooling and Engineering Manager
Prepared By:	Rich Neubauer	Prepared Date:	01/15/2021
Approved By:		Approved Date:	

Summary

Under general supervision and without technical guidance, other than engineering input, perform the most difficult development work to build complex progressive dies and stage tooling. Perform highly skilled fitting, adjusting, and timing. Plan, design, construct or repair a wide variety of highly intricate and complicated tools, dies, jigs, gauges, fixtures to extremely close tolerances. Construct tools where no design is available. Perform any tool room machine operation. Work from complicated drawings and sketches. Use advanced shop mathematics and all types of precision measuring instruments. Typical work products include multi-station progressive dies, intricate compound dies of irregular shape.

Job Duties and Responsibilities

1. Build short, medium, and long run progressive and temporary tooling.
2. Maintain short, medium, and long run progressive and temporary tooling.
3. Conduct tooling changeovers.
4. Use CAD-created drawings and CAD files for tooling build and repair.
5. Ensure machines are properly maintained and running at optimum performance in the tool room.
6. Perform quality assurance checks on components.

Additional Job Duties and Responsibilities

7. Provide tooling maintenance support.
8. Suggest and implement best practice methods, cost-savings ideas, and equipment improvements.

General Duties and Responsibilities

- Report to work as scheduled.
- Participate in continuous improvement projects.
- Maintain a positive and safe working environment for all employees.
- Conduct self, and perform assigned work, in a safe manner following approved safety procedures at all times.
- Report immediately to supervisor/lead/manager any and all problems which may affect safety, equipment, tooling, part quality or the effectiveness of the Quality Management System.
- Maintain a neat and orderly work area at all times.
- Other duties as assigned by supervisor.

Education and/or Experience

- High School diploma or GED
- 2 Year Machine Tool or Tool & Die Certificate
- Minimum 5 years Tool & Die metal stamping experience

Qualifications

Core Values

- Exemplify Rotation Engineering Core Values:
 - a. **Integrity:** *We have strong moral principles which drive us to “do the right thing” for our customers and one another.*
 - b. **Above and Beyond:** *We are motivated and committed to doing not just what is required, but what is needed. We strive to exceed expectations!*
 - c. **Customer-Driven:** *We think like our customer and make decisions with their satisfaction being the goal.*
 - d. **Attitude is Everything:** *We use an enthusiastic and energetic approach to meet challenges with a willing and positive attitude. “Let’s do it!”*
 - e. **Team First:** *We work together for the betterment of the company, respecting each other’s roles and abilities while always doing our individual best for the collaborative success of the team.*

Knowledge, Skills and Abilities

- Knowledge:
 - Read blueprints with GD&T
- Skills
 - Communication skills in person and by phone, email, and teleconferencing
- Abilities
 - Excellent follow-through skills
 - Ability to follow verbal and written procedures and work instructions
 - Organization and attention to detail
 - Tool debug process using analytical process to identify root cause

Physical Demands

- Lift 35 pounds repetitively.
- Work in a fast-paced environment.
- Repetitive use of ladder to pick parts for shipment.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; and use hands to handle, or touch objects or controls. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

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

Employee Acknowledgment _____ Date: _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.