

# Job Description



## Tool Shop – Entry Level

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### Position Summary

This entry level position will be working with experienced tool and mold staff to learn the skills of the trade. The approach is hands-on through the assignment of a variety of tasks designed to cover all basic aspects of the trade

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### Responsibilities

- Work with die makers to learn the tool and mold trade.
- Become proficient in the operation of all machine tools necessary to accomplish work needed to repair, build and complete major revisions to tooling. Machines include CNC mills, manual mills, drills, lathe, grinders, and saw.
- Assist on the construction, alteration and repair of tools, dies, jigs, fixture & gages.
- Handle dies with hoists, die trucks and power-assisted trucks.
- Operate company vehicles to pick up or deliver product or supplies.
- Responsible for Tool Shop tools, inspect tools and supplies and locate in the appropriate areas
- Clean machines, restrooms and sweeps/mops shop floors to ensure they are clean and safe.

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### Job Qualifications

- High school diploma or equivalent
- Ability to learn cutting tools, gauges, and machinists' hand tools and apply knowledge of tool and mold design and construction.
- Ability to learn shop mathematics, metal properties, layout, machining and assembly procedures.
- Ability to learn and work from specifications such as blueprints, sketches, models or descriptions, and determine the materials and machines required to fabricate parts.
- Ability to learn and retain knowledge of the use of precision machines and instruments
- Ability to read, understand and follow both verbal and written instructions.
- Ability to provide attention to detail
- Ability learn to safely operate forklift and other material moving equipment
- Ability to handle multiple tasks at one time.

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### Special Position Requirements

- Good manual dexterity and detail oriented
- May be required to work overtime
- May be required to work on weekends

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### Work Requirements

- Frequently lift and carry up to 75 pounds
  - Frequently bend, stoop, squat or twist
  - Frequently sit, stand, walk or drive
  - Repeatedly grasp, push/pull, or perform other finger and hand manipulations
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