

Job Description

Position/Division:	
Title: Die Set-up Class A	
Reports to:	Production Manager
Approved By:	Date:

Salary Range:	Type of position:	FLSA Status:
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

JOB SUMMARY

To safely set-up any die for operation. To be able to troubleshoot any problems that may occur during a production run.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Must be able to set-up any die, in accordance with the die setting procedures.
- Must be able to read blueprints
- Must have Forklift Operators license
- Must be able to load and unload coils
- Must be able to read and interpret press specifications
- Must be able to determine the best possible press for any die
- Must be able to do minor die repair
- Must know how to read calipers, micrometers, and height gauges.
- Required to inspect parts and properly fill out Quality records, during first piece inspection
- Responsible for maintaining timekeeping records.
- Required to properly fill out the tags associated with production to indentify parts.
- Must maintain a safe, clean and orderly work area.
- Must wear required safety equipment.
- Know the "Quality Policy" and "Quality Objectives". Know what they mean to you.
- Must adhere to all company policies.
- Employee is responsible for complete customer satisfaction through their own work. The goal is to reduce variability to achieve zero defects for our products and services while improving efficiencies.

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NON ESSENTIAL DUTIES

Continuous improvement ideas

SUPERVISORY RESPONSIBILITIES

Authority to place HOLD tags on non-conforming products.

MINIMUM QUALIFICATIONS

Education: High School Diploma or Equivalent

Experience: Minimum 7 years related

Computer Skills: Basic

Certificates, Licenses, Registrations : Fork lift license

Special Requirements: None

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and color vision.

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.

While performing the duty of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold and risk of electrical shock. The noise level in the work environment is usually moderate.

EMPLOYEE NAME (PRINT)

EMPLOYEE SIGNATURE

DATE

COMPANY REPRESENTATIVE (PRINT)

COMPANY REPRESENTATIVE SIGNATURE

DATE
