



JOB DESCRIPTION

JOB TITLE: Mold Maker/Tool Maker

DEPARTMENT: Tooling

REPORTS TO:

TRAINING & PERFORMANCE: Tool Room Manager

DAILY RESPONSIBILITY: Tool Room Manager

DATE: 06/2003

REVISED: 10/23/14

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DEPARTMENT MISSION STATEMENT: It is imperative that all customer and National Molding, owned tooling remains well maintained for manufacturing use. It is the responsibility of the tooling department to clean, inspect, install conversion components, and repair the injection molds in an effort to supply the manufacturing department with trouble free tools. The Tool room will assist all departments with manufacture and design of fixtures and assemblies, required to produce quality parts.

POSITION RESPONSIBILITIES:

1. Inspect, clean, and maintain all molds to ensure optimal performance.
2. Apply proper techniques and procedures in the making of new molds, and engineering changes; in order to minimize waste of time and materials.
3. Ensure workstations remain clean and neat at the end of each day.

PERFORMANCE GOALS:

1. Complete mold builds, engineering changes and fixtures within quoted hours.
2. Continuing education for CNC programming and Solidworks Cad.
3. Assist mold cleaner in repairs of all existing tooling as needed.
4. Monitor and repair all tool room equipment throughout the year.

Employee Signature: _____ **Date:** _____

Manager Signature: _____ **Date:** _____