



Position: Mould Maintenance Apprentice

Purpose and Scope

The Toolroom Apprentice assists the toolroom staff in the building and maintenance high precision tooling.

Key Responsibilities

- Manual milling/drilling operations
- CNC milling/drilling operation and basic programming
- Hand grinding drills for production
- Grinding operations
- Changing and dressing of grinding wheels
- General bench work inc. assembly, measuring & marking out
- Monitoring of punch & die stock levels as well as other toolroom consumables
- Cleaning, inspection and repair of tooling
- Maintaining toolroom machinery
- Operation of general toolroom machinery i.e manual mills/ lathe/ radial arm drill/ grinders and saw
- Maintaining the toolroom housekeeping to meet the standards of the 5S system
- Local pickups and deliveries for the toolroom
- Communicating with the suppliers to ensure quality and timing is met
- And all other duties as assigned from time to time

Organization Relationships

This position reports to the Tooling Manager

Skills and Knowledge

- 2 year Tool and Die certificate or relevant equivalent
- Experience in general toolroom work
- Experience in setting and the maintenance of press tools and fixtures
- Valid drivers license

Training & Development Opportunities

WHMIS – Workplace Hazardous Information System

IQMS

Fork Lift Training

Over Head Crane

CNC Programming and operations

Tooling Lead Hand

Approval

Manager/Supervisor:

Date:

Human Resources:

Date: