



Job Description – Tooling Apprentice

Last Updated: 06/21/11

Purpose & Scope

The role is needed for tool preventive maintenance, cleaning and support of repair for all molds including those owned by customers and Dymotek. The role will also identify opportunities for improvements while working closely with the Tooling Manager to learn critical skills associated with supporting an injection molding facility.

Duties and Responsibilities

The Tooling Apprentice will be responsible for assisting in the following activities during the training process: using IQMS to maintain inventory of all tools; keep records of repairs, changes and maintenance on molds; identify the molds; repair molds when needed; perform timely preventative maintenance on molds; outsource repairs when required; direct involvement in review for a new tool build; integral part of pre-production planning relating to the mold; ordering and keeping an inventory for spare parts; work closely with the process engineer and technicians in mold validation, qualification studies, and corrective actions. Occasionally, the role will require travelling to local vendors to drop off or pick up components.

Organizational Relationships

Will be required to closely work with the Process Technicians on each shift and will be under direct supervision of the Tooling Manager.

Working Conditions

The role is carried out in a manufacturing environment.

Education & Training

Machinist or Trade School Graduate
Strong mechanical aptitude
Valid driver's license

Technical Knowledge Skills & Experience

- Must possess basic computer knowledge
- Ability to read mold and part prints
- Some metrology skills needed
- Knowledge and use of basic machinery used in tooling repairs and maintenance; i.e. Bridgeport, surface grinder, lathe, etc.

Managerial Skills & Experience

N/A

Special Requirements (Physical, etc)

The person shall be able to lift 50 lbs, be able to stand for 8 hours and be able to operate certain specialized equipment. The role also requires the flexibility to work additional hours if necessary to complete critical goals.

Job Description – Tooling Manager

Quality Management System Requirements

- All employees are responsible for knowing the Quality Policy Statement, how their job supports the statement and quality objectives.
- All employees are responsible for product identification.
- Refer to 'Document/Job Function Matrix' (a cross reference of all ISO documents with job titles) for specific documents related to their job positions.