

Job Title:	Tool and Die Setter	Job Category:	
Department/Group:		Department Code:	
Reports to:	Tool Room Manager	Travel Required:	NO
Level/Salary Range:	Labor grade 4	Position Type:	Full-time

Job Summary

Lays out, fits and assembles parts to maintain and repair production dies, jigs, fixtures, gauges by performing the following duties.

Duties/Responsibilities

DUTIES

- Studies blueprints or part prints to determine tooling requirements and plans layout and assembly
- Operates tool room machinery to fabricate uncomplicated items as required for tooling set ups
- Smooths and scrapes parts to fit
- Responsible for accurate time reporting
- Responsible for keeping work area and machinery clean and in good order
- Positions and checks parts on surface plate
- Assembles parts into production tools and verifies dimensions and alignments
- Sets up and operates surface grinder to grind surface of parts or sharpen die components
- Performs daily minor maintenance functions and reports more serious items to supervisor

Other

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Back Up Duties

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Requirements

Skills

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percentages and to draw and interpret job required SPC graphs or charts.

Reasoning Ability:

- Ability to apply commonsense understanding to carry out instruction furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

- CSI forklift operator certification

Other Skills and Abilities:

- Ability to keep focused on the job and attention to details

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 stand, reach with hands/arms, and talk/hear. The employee is occasionally required to walk and sit. The employee frequently is required to use hands to finger, handle or feel objects, tools or controls and reach with hands and arms and talk or hear.

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and depth perception.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	