



## JOB DESCRIPTION

Job Title:	<b>Mold/Die Maker 3<sup>rd</sup> Class</b>	Pay Grade:	<b>1T</b>
Department:	570 – Machine Shop	Reports to:	Tool Room Manager
Status	Non-exempt/Hourly	Revision Date:	March 5, 2020

**SUMMARY:** This position is responsible for planning, layout construction, altering and repairing a normal range of molds and dies for use in the production of rubber products. The dies to be used in piecing, forming, trimming, crimping, matching, blanking, and the less complicated progressive dies, ordinary master dies, drilling and finishing jigs; the molds include a variety of single and multiple types, trim less molds, component mold parts and accessories, loading and stripping jigs also make special tooling and other precision items.

### **DUTIES AND RESPONSIBILITIES:**

- Interpret drawings, sketches, specifications, samples, models, instructions and plan and lay out work in proper operational sequence, also toward correct methods.
- Visualize finished job, make necessary mathematical calculations and select allowances for spring heat-treating, metal flow, shrinkage, machining, fitting, finishing, and assembly. Recognize and report, for correction, any errors, which would interfere with production.
- Perform required layouts involving precise calculations and measurements, accurate scribing and locations of points, and areas to be machined.
- Perform necessary machining operations, including the operation of numerical-control equipment in order to produce parts for the project, involving difficult and unusual set up, devising methods of holding work to obtain and maintain very close tolerances, fits, and interrelationships.
- Make temporary tools and fixtures or alter existing tooling as needed, to accomplish desired results.
- Perform heat-treating on specified parts using a variety of heat-treating equipment.
- Perform skill bench work involving filing, scraping, grinding, lapping, polishing, fitting, timing, indexing, assembling and adjusting to achieve proper operation.
- Make mold and die try-outs and make necessary corrections or adjustments and make recommendations, where feasible, for mold and die modification or improvement.
- Perform maintenance and repair of machine shop equipment including the leveling of machines, rebuilding machines, changing belts, gears, bushings, bearings, lead, screws, etc.
- Detect unusual conditions, defective materials, or operating difficulties, and report to proper supervision. Maintain equipment and work areas in clean and orderly condition.
- Perform other duties as required and requested.

### **SUPERVISORY RESPONSIBILITIES:**

- None

### **EDUCATION AND EXPERIENCE:**

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- High school diploma or GED, with thorough knowledge of trade equivalent to formal apprenticeship.
- Three to five years of work-related experience.
- Must be able to communicate in English.
- **QUALIFICATIONS:**
- Must be able to use shop math trigonometry, handbook formulas, charts, tables, complicated drawing, sketches samples, a wide variety of precision measuring instruments
- Must have design, technical, and problem-solving abilities.
- Must have working knowledge of MS Word, Excel, and Outlook.
- Forklift License required.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Work environment consists of manufacturing area with exposure to dust, dirt, and oil but not to the point of being disagreeable.
- Moderate to loud noise levels for 2/3 of the time or more; exposed to very loud noise levels up to 1/3 of the time.
- Exposure to wet or humid conditions (non-weather) for 1/3 to 2/3 of the time.
- Work near moving mechanical parts 2/3 of the time or more.
- Work in high, precarious places up to 1/3 of the time.
- Exposure to fumes or air borne particles for 2/3 of the time or more.
- Exposure to toxic or caustic chemical up to 1/3 of the time.
- Light physical effort equivalent to occasional lifting and moving materials of average weight.

Annual Testing Requirements			
X	Hearing Test		
	Respirator Fit Testing		
	Vision Test		
Vision Requirements			
X	Close Vision (clear vision at 20 inches or less)		Ability to adjust focus
	Distance Vision (clear vision at 20 feet or more)		Other: (specify)
	Color Vision (ability to identify & distinguish	X	No special requirements
Type of Personal Protective Equipment Required			
X	Safety Glasses		Protective Clothing
X	Hearing Protection	X	Safety Shoes
	Respirators		Other (please specify)

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Physical Demands	Amount of Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Standing				X
Walking				X
Sitting		X		
Use hands to handle or touch				X
Use fingers to pinch or grasp				X
Reach above shoulders		X		
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk or hear				x
Smell or Taste	X			
Use foot/feet to operate machine	X			
Weight of material to lift	Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 75 pounds	X			
More than 75 pounds	X			

Weight of material to push or pull	Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 75 pounds			X	
More than 75 pounds			X	
	None	Up to 1/3	1/3 to 2/3	2/3 to all

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Repetitive Motion		X		
<b>Tools or Equipment Used</b>	<b>Time Spent</b>			
(e.g. forklift or computer, etc.)	<b>None</b>	<b>Up to 1/3</b>	<b>1/3 to 2/3</b>	<b>2/3 to all</b>
Forklift		X		
Chainfall		X		
Machine Shop Tools				X
CNC Milling Center				X

<b>Travel Required</b>	<b>% of Time</b>
Domestic	0%
International	0%

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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