



Tool Room Technician

Department: Palatine Operations
FLSA Status: Non-Exempt
Work Schedule: 1st, 2nd, or 3rd Shift, M-F

Job Status: Full-Time
Reports To: Tool Room Leader
Positions Supervised: None
Date Reviewed: 10/26/2020

POSITION SUMMARY

Maintain and repair molds, tools and automation to support production requirements as directed by the Tool Room Group Leader. Perform preventative maintenance on tools used for production per PM schedule. Works as part of a team having responsibility for producing quality workmanship in an efficient and safe manner.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

1. Builds, maintains and troubleshoots dies, molds, fixtures and automation by understanding the construction process.
2. Responsible for keeping the Tool Room clean, orderly and safe and practicing the 5S principles.
3. Must demonstrate safe, work habits.
4. Increases customer satisfaction (internal and external) by anticipating in identifying customer needs, surveying customer satisfaction, involving customers in continuous process improvements, etc.
5. Contributes to continuous process improvement by:
 - Understanding the concepts of process, process variation, waste identification
 - Active involvement in process improvement activity and individual suggestion program

POSITION QUALIFICATIONS

Competency Statement(s)

- **Safety Awareness:** Ability to identify and correct conditions that affect employee safety.
- **Coaching:** Engages in discussions to promote developmental insight and planning. Provides candid, timely feedback on performance that is specific and supportive; generously offers to share own experience and expertise.
- **Composure:** Responds to information and situations in a self controlled manner. Maintains a calm composed manner during stressful times.
- **Investigation:** Conducts thorough gathering of factual information as a basis for decision making.
- **Metrics:** Uses and creates analytical tools to document, assess, and measure information to support business decisions.
- **Personal Accountability:** Accepts responsibility for own actions including failure. Embraces experience as learning opportunities and not chances to blame.

SKILLS & ABILITIES

Education : High School Graduate or General Education Degree (GED)

Experience : Completed formal apprenticeship program with 5+ years experience.

Other Requirements

Requirements for position include courses and/or experience in operating drill presses, milling machines, lathes, surface grinders, reading blueprints, fabricating products, machining a variety of metals, manual welding, using precision measuring instruments. Must also have strong mechanical aptitude, strong work ethic, and ability to consistently and accurately follow detail instructions and meet deadlines/timelines for work assignments.

1. Provides own tools.
2. Must be able to work from blueprints or sketches.
3. Knowledge of injection and insert molds.
4. Must be willing to make decisions when troubleshooting or maintaining a mold.
5. Maintains a positive spirit of cooperation and teamwork.
6. Have flexible hours or work overtime to complete the job as required.
7. Be a self starter that can work with minimum supervision.
8. Must be able to read, write & comprehend English. Must have basic math skills.
9. Must possess good verbal/written communication skills.

PHYSICAL DEMANDS

Physical Demands

Stand	C (Constantly)	Lift/Carry 10 lbs or less	F (Frequently)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	F (Frequently)
Handling / Fingering	F (Frequently)	51-100 lbs	F (Frequently)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	N (Not Applicable)
Crawl	N (Not Applicable)	13-25 lbs	N (Not Applicable)
Squat or Kneel	O (Occasionally)	26-40 lbs	N (Not Applicable)
Bend	F (Frequently)	41-100 lbs	O (Occasionally)

N (Not Applicable)	Activity is not applicable to this occupation.
O (Occasionally)	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Sense of Sound (Ability to hear equipment and other alarms)
Ability to wear Personal Protective Equipment (PPE) (Safety Glasses, hearing protection and gloves as required)
Required to wear steel-toe boots or shoes when in the Plant

GENERAL SIGN-OFF: The Associate is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description.

Signature: _____

Date: ____/____/____

APPROVED BY:

Human Resources: _____

Date: ____/____/____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.