

**JOB DESCRIPTION**

<p><b>POSITION:</b></p>	<p><b>Journeyman Tool and Diemaker</b></p>	<p><b>DATE:</b> <b>July 17, 2017</b></p>
<p><b>CLASSIFICATION:</b></p> <p><b>STATUS:</b></p> <p><b>REPORTS TO:</b></p> <p><b>FUNCTIONAL AREA:</b></p>	<p><b>Non - Exempt</b></p> <p><b>Full Time</b></p> <p><b>Tool &amp; Die Manager</b></p> <p><b>Operations</b></p>	
<p><b>SAFETY RESPONSIBILITIES:</b></p> <p><b>REQUIRED SAFETY EQUIPMENT:</b></p> <p><b>REQUIRED SAFETY TRAINING:</b></p> <p><b>JOB SAFETY ANALYSIS:</b></p>	<p>Operate at all times in a manner compliant with all safety policies and requirements.</p> <p>Eye protection and closed toe and heel shoes when on production floor including hearing protection as appropriate as well as required Department PPE per the Job Safety Analysis.</p> <p>Hazard communications, Accident Reporting, Evacuation process, Safety/Housekeeping, hazardous waste, other safety topics as covered on New Employee First Day Orientation. Specific training per Job Safety Analysis.</p>	
<p><b>SCOPE:</b></p>	<p>To ensure all dies are running quality approved parts on schedule.</p>	
<p><b>ESSENTIAL DUTIES AND RESPONSIBILITIES:</b></p>	<p>Develops die function and structure by studying blueprints of die, product, and prototypes; applying knowledge of material under stress, machining and assembly methods, and mathematics.</p> <p>Machines parts by measuring, marking, and scribing stock setting up and operating lathe, mill, radial drill, shaper, grinder, etc.</p> <p>Confirms parts by comparing measurements to specifications.</p> <p>Assembles die by shaping, smoothing, and fitting parts with grinders, files, stones, etc.</p> <p>Confirms assembly by verifying dimensions, clearances, and alignment of parts and components with micrometers, thickness gauges, gauge blocks, dial indicators, etc.</p> <p>Completes assembly by bolting and doweling parts and components together with 1</p>	

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	<p>hammers, wrenches, etc. connecting wiring and hydraulic lines.</p> <p>Confirms performance of die by installing die inspecting operation of die making adjustments comparing finished product to specifications.</p> <p>Resolves assembly problems by altering assembly to meet specifications notifying supervisor to obtain additional resources.</p> <p>Maintains supplies inventory by checking supplies to determine amount available.</p> <p>Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.</p> <p>Documents actions by completing logs in MP2.</p> <p>Contributes to team effort by accomplishing related results as needed.</p> <p>Follows all Qualtek safety rules and reports any potential safety issues to the Safety Representative or Management.</p> <p>Other duties, as required.</p>
<p><b>PHYSICAL DEMANDS:</b></p>	<p>The physical demands described here and in the Job Safety Analysis 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.</p> <p>While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must be able to lift 50 pounds repeatedly throughout the shift. Must be able to maneuver heavy dies.</p>
<p><b>WORK ENVIRONMENT:</b></p>	<p>While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The noise level in the work environment can be loud.</p>
<p><b>REQUIRED EDUCATION AND EXPERIENCE:</b></p>	<p>Journeyman Tool and Diemaker certification.</p> <p>2 year Technical degree or equivalent.</p> <p>Minimum 8 years' experience as a Tool and Diemaker.</p> <p>Excellent skills in interpersonal relationships, communication and teamwork.</p> <p>Time management skills.</p> <p>Work independently and possess a high level of self-motivation and initiative.</p>

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<b><i>PREFERRED QUALIFICATIONS:</i></b>	<p>Working knowledge of feed systems and a variety of sensors.</p> <p>Competent forklift handling.</p> <p>Contribute to team effort by performing work in other areas/jobs of the machine shop as needed.</p> <p>Proficient in SolidWorks, Esprit, Excel and MP2 software.</p>

**Quality Management System (QMS)**

- Perform daily work in compliance with Qualtek’s QMS and actively participate in Qualtek’s objective to continuously improve Qualtek’s QMS.
- Work in a constructive manner to ensure department outputs satisfy downstream customers and work with upstream suppliers to solve problems.
- Use the Corrective Action/Preventive Action System (CAPA) to identify and capture customer complaints, internal complaints, audit findings, and rework costs, as defined in the CAPA process work instructions.
- Establish a system that provides regular feedback from downstream customers regarding the department’s performance.
- Reject poor quality from upstream suppliers.
- Provide regular feedback to upstream suppliers in order to minimize rejections.

**Miscellaneous**

- Understand and work to support achievement of corporate and departmental objectives.
- Know the Qualtek Quality Policy and conduct daily work in a manner that supports achievement of such.
- Work with supervisor to establish and meet individual training and development goals.
- Know and abide by all company policies.
- Act in an ethical and professional manner.

All of the above functions are essential for the position. Reasonable accommodations for disabilities (as defined in the Americans with Disabilities Act) will be made. All qualification/requirements listed indicate the minimum levels of knowledge, skills, experience and/or abilities deemed necessary to perform effectively. Quality is a critical factor of job performance. This position description is not to be construed as an exhaustive statement of accountabilities, duties, responsibilities of requirements.

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Any individual may be required to perform any other job-related activities or functions requested by his/her manager, subject to reasonable accommodation.

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**Associate Signature**                      **Date**

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**Manager Signature**                      **Date**

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**Human Resources**                      **Date**