JOB DESCRIPTION

Job Title: Tool Designer, EDM Prog. Oper. & Shop Supervisor  Date: 05-19-09

Reports To:  Plant Manager

Position Summary:  Programming and running EDM wire machine.  Responsible for the design, build, repair and development of new and existing dies and tooling in Extrusion, Secondary Operations, Fabrication and maintenance support projects.  Provide support to the production departments by assisting in solving and repairing existing tooling problems so production can produce product in an efficient profitable manner.  Effectively manage and prioritize daily activities to meet all due dates.  Provide leadership and direction to tool and die personnel.  Ensuring cross training is being completed.  Lay out priorities and expectations for subordinates and hold them accountable to meet expectations.  Purchase and maintain inventories of all machine tools, supplies and raw materials needed for making new tools.

Principal Duties and Responsibilities:

1. Design and draw from verbal, print and written instructions in (Auto Cad, Inventor and Surf Cam), extrusion tooling with specific dimensioning for us to wire, machine and build.  This includes (adapters, die assemblies, templates, sizers, jigs, and any other tooling needed in our production departments).

2. Preparation and machining of all raw materials for making new tooling.  This includes general bench and machine operations.

3. Plan, layout and perform all design, programming, bench and machine operations to construct, alter and repair intricately designed and constructed tools, dies, fixtures, jigs, gauges, and machine attachments.  Assume responsibility for the quality, workmanship, dimensional accuracy and ensuring all deadlines of assigned work are either met or exceeded.

4. Ensures that all tooling requirements are executed and built in a timely manner and are delivered ready for development on or before the build due date within the established budget guidelines.  This includes filling out and submitting job costing of each tool made when built.  Schedule the shop work accordingly to maintain short lead times so as to not delay meeting our customer deadlines.
5. Research and implement continuous process improvements and cost reductions within the tool and die function as well as production. Ensures that all existing dies, production tooling, and dedicated equipment are adequately maintained and in good working order. Evaluate existing extrusion dies for condition and wear, recommend replacement or enhancements as necessary. Implement tooling and tooling maintenance storage policy.

6. Meet with Plant Manager, Production Manager, QC Manager and Developer weekly or as needed to discuss tooling design, problems, and new tool schedule.

7. Work with other Toolmakers, Production Manager, Supervisors, and Line Operators to collaborate and solve our fabrication and extrusion tooling problems.

8. Provide leadership and direction to tool and die personnel. Manage and prioritize daily activities for all personnel within the tool and die function. Cross train, mentor, and correspond with all departmental personnel regularly.

9. Layout priorities and expectations for your subordinates. Holding staff accountable for optimum performance and effectively utilizing our labor hours. Take necessary procedures to confront and eliminate poor performance.

10. Measuring of staff performance, completing and performing employee evaluations.

11. Plan, communicate and work with purchasing to maintain inventories of all machine tools, supplies and raw materials needed for making new tools, this includes the maintenance of shop equipment. Monthly and year end inventory completed accurately and on time.

12. General maintenance of machine shop machines/EDM machines and the housekeeping to ensure a clean, organized and safe environment.

13. Complete special projects as assigned by the Plant Manager.

**Knowledge, Skills and Abilities:** Two year associate degree in machine tool technology and a minimum of 3 years experience in programming and running EDM wire machines, preferably in the extrusion plastics manufacturing environment. Knowledge and ability to design tools using auto cad, other preferred software experience includes Inventor and Surf Cam. Requires ability to plan, prioritize and organize work effectively; work under pressure and time deadlines. A team player capable of participating in group problem solving. Analyze problems (not just symptoms), practically apply knowledge to propose reasonable solutions, make logical decisions, and carry out the decisions made.
**Physical Requirements:** Ability to sit for extended periods of time, walking, standing, bending, stooping, twisting, lifting and carrying tooling weighing up to 100 lbs. Able to push pull carted material weighing up to 500 lbs. Frequent mental and visual concentration required for computer usage, tool building and product developments.

**Employment Expectation Statement:**

We must have an environment that thrives off of a positive progressive attitude that is committed to excellence and fosters a winning successful environment that promotes pride. We will have an environment where the expectations are clearly understood and where we are each accountable and committed to these expectations and each other.

**Expectations:**

1.) Personal issues do not belong in the workplace. Please understand the detriment this brings to the company and your coworkers.
2.) Come to work with a positive progressive attitude.
3.) Good attendance and punctuality.
4.) Cleanliness and organization.
   a. Workspace
   b. Appearance
   c. Hygiene
5.) Quality in workmanship
6.) Performance
   a. Efficiency
   b. Accuracy
   c. Putting forth the required time and effort to get the job done right and timely.
7.) Ethics and Honesty
8.) Teamwork
   a. Treat coworkers with respect
   b. Be assertive but not adversarial
   c. Help and assist your coworkers
9.) Committed and dedicated to the success of the company.
10.) Take initiative
Acknowledgement:  This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job related duties as requested. All requirements are subject to change over time and to possible modifications.

_______________________________________  ___________________  
Employee Signature                                                                                         Date

_______________________________________  ___________________
Managers Signature                                                                                                 Date