



JOB DESCRIPTION

Facility: Green Bay
Department: Tool & Die
Position: Machinist / Tool & Die Maker – Support Tech 3

Summary of essential job functions:

- More than 50% of the apprenticeship program completed or more than 7 years experience.
- Repair dies, fixtures, molds, tooling, equipment, etc.
- Design and build new dies, fixtures, molds, tooling, equipment, etc., that meet production requirements with safety and proper ergonomics in mind.
- Operate tool room equipment (mills, lathes, grinders, drill presses, etc.) to produce tooling/machined components.
- Read & understand blueprints. Machine components according to the blueprint specifications.
- Sketch components complete with all essential dimensions so replacement components can be produced in the future.
- Use inspection instruments (micrometers, calipers, gauges, etc.) in the manufacturing/inspection process.
- Heat-treat tool steels (A2, D2, O1, etc.), and using a hardness tester, measure the hardness.
- Fill out purchase requisitions and order parts and materials as required.
- Write and perform PM's on tooling and equipment.
- Work closely with engineers and production/support technicians.
- Perform the essential job functions for the entire (8-hour) shift. Employees may be required to work overtime to meet customer expectations or production demands.
- Understand basic geometry, trigonometry, and algebra. Work with decimals and fractions.
- Must follow all department and plant safety procedures.

Marginal job functions:

- Design and build complex dies, fixtures, and tooling.
- Participate in teams and/or committees.

List the skills that would add value to this position (skills as a result of knowledge, understanding and judgment):

- Utilize CAD software (Auto CAD, Pro/Engineer)
- Able to understand and apply hydraulic and pneumatic principals.
- Possess working knowledge of machines, tooling, or processes used in KI manufacturing.
- Learn PFAK electives.
- Understand complex geometry, trigonometry, and algebra.
- Able to program/setup/operate CNC machines. Utilize SURFCAM (CAD/CAM) Software.

List the characteristics, which would add value to this position (distinguishing traits, features and qualities a person should possess):

- Leadership.
- Positive attitude/dependable.
- Willingness to learn.
- Good oral and written communication skills.
- Must be organized and a team player.
- Must have strong eye hand coordination, and a high mechanical aptitude.

Document prepared by _____ Date _____

Employee signature: _____ Empl #: _____ Date: _____