

**CURRIER PLASTICS, INC.**  
**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	Tool Room Technician	<b>STATUS:</b>	Exempt
<b>DEPARTMENT:</b>	Engineering	<b>REPORT TO:</b>	Toolroom Manager
<b>REVISED:</b>	7/1/2013	<b>APPROVED BY:</b>	Sriraj Patel

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**JOB SUMMARY:**

Oversee and maintain all incoming and outgoing molds and mold related products.

**ESSENTIAL JOB FUNCTIONS:**

50% Perform all tool room work as needed for in-house mold maintenance including, but not limited to:

- Coordinating and scheduling mold maintenance, including shipping of molds.
- Cleaning and inspecting molds for production.
- Repairing molds, including purchasing of component parts.
- Record all mold and any maintenance for tracking history.
- Polishing of molds
- Welding and reworking
- Lathe
- Manual Mill
- Surface grinding

25% Participate in production planning and process including, but not limited to:

- Consulting with supervisors and mold technicians each morning.
- Attending production meetings; and
- Setting up molds for production.

15% Maintain, inventory, and document all tool room supplies, mold supplies, fixtures, and related parts.

10% Work with quality control and engineering departments to effectively resolve molding problems.

**KNOWLEDGE, SKILLS, & ABILITIES:**

- Contribute to the overall success of the company by performing all assigned duties in a professional, timely, and accurate manner.

- Promote the Quality Improvement Process.

**QUALIFICATION STANDARDS:**

High school diploma or GED Journeyman Toolmaker papers with machining experience mold experience.

**SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibilities.

**PHYSICAL ACTIVITIES AND REQUIREMENTS:**

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Ability to stand and walk particularly for sustained periods of time. Ability to stoop, kneel and crouch. Ability to reach, push pull and lift objects. Ability to use fingers, grasp, fell and perform repetitive motions. Ability to talk and hear.

**EQUIPMENT USED:**

Ability to use lathe mill, surface grinder, drill press, die grinder, hand tools and measuring equipment. Ability to use electric tow motor. Ability use general office equipment.

**SAFETY, PROTECTIVE CLOTHING AND GEAR REQUIREMENTS:**

Safety requirements for this position include but are not limited to eye and ear protection when on the production floor and in the tool room. Employees must follow any additional safety requirements as posted in specific job areas.

**ENVIRONMENTAL CONDITIONS:**

The employee is subject to both inside and outside environmental conditions: Activities occur inside and outside.

The employee is subject to noise sufficient to cause the employee to shout in order to be heard above the ambient noise level.

The employee is subject to hazards: Includes a variety of physical conditions, such proximity to moving mechanical parts, electric current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

The employee is subject to one or more of the following atmospheric conditions that affect the respiratory system or the skin: Fumes, odors, dusts, mists, gases or poor ventilation.

The employee is subject to oils: There is air and/or skin exposure to oils and other cutting fluids.

***MENTAL AND VISUAL REQUIREMENTS:***

Moderate mental and visual attention required for performing manual work, machine operation, set-up, inspection, and adjustments that require decisions to detect and adjust for variance from proper operation. AND/OR Operate mobile equipment in congested areas or involving considerable variety of movement.

***COMMUNICATION SKILLS:***

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people or employees of the organization.

***MATH SKILLS:***

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to work with mathematical concepts such as geometry, trigonometry and miscellaneous calculators.

***EMPLOYER'S DISCLAIMER:***

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

***EMPLOYEE'S ACKNOWLEDGMENT:***

I have read and received a copy of this job description.

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Employee Signature

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Date