



Setup Technician

FLSA Status: Non-Exempt

Reports To: Production Team Leader

TRAVEL: <5%

Positions Supervised: None

POSITION SUMMARY

Working alongside Process Technician, Lead Process Technician and Engineers, install molds and dies as well as secondary equipment and materials. Responsible for removal of molds, dies and changeover activities as part of the Setup Team. Ensure safety, quality and productivity standards are being followed. Assist with creating a culture of accountability and customer first attitude. **Standard work: 1- Setup presses, 2 – Help with material as needed, 3 – Run press as needed, and 4 – Clean.**

ESSENTIAL DUTIES

- Committed to the Vision and Values of Nicolet Plastics
- Follows all established safety rules and guidelines as outlined in the Employee Handbook and as trained during the various safety-related training programs. Understands and communicates all hazards and safety issues to co-workers and managers/supervisors. Properly uses all personal protective equipment.
- Sets-up basic open and closed molds as well as more complex molds with multiple core pulls, auxiliary hydraulics, manifolds and robots.
- Safely operates forklifts and overhead cranes while conducting mold set-up
- Follows proper set-up/cycle sheets, set-up checks and floor operation procedures
- Flexible and willing to move to highest priority jobs in an ever changing environment
- Coordinate mold change priority and production schedule with Production Team Lead
- Perform press change-over by loading/unloading molds; material pre-staging/handling, and preparing auxiliary equipment as needed
- Ensure molds are installed securely, safely and for production readiness
- Stage material requirements for production operations
- Prepare upcoming mold changes and auxiliary equipment for production operations
- Purge material from press in a timely fashion, following purge process, and ensuring safe work environment
- Responsible for the cleanliness of the injection molding press and surrounding area
- Reliable attendance as per agreed to work schedule
- Other duties as assigned by Production Team Leader

EDUCATION AND/OR EXPERIENCE

- High School Graduate or General Education Degree (GED)
- Minimum six months experience working in a manufacturing environment, injection molding preferred
- Strong desire to collaborate with and be part of the NP Setup Team
- Excellent verbal, written and interpersonal communication skills
- Proven Strong mechanical ability

PHYSICAL DEMANDS

While performing the duties of this job, the team member is frequently required to stand for long periods of time; walk, handle tools, or controls; communicate and listen (hear). The team member is occasionally required to climb or balance. The team member must frequently lift and/or move parts, reports, files, office supplies, etc. weighing up to 40 pounds and occasionally lift or move items weighing up to 60 pounds. Be able to handle, grasp, and perform repetitive motion. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Lift/Carry

Stand	C (Constantly)	10 lbs or less	F (Frequently)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-40 lbs	F (Frequently)
Handling / Fingering	C (Constantly)	41-60 lbs	O (Occasionally)
Reach Outward	C (Constantly)	Over 61 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	O (Occasionally)	12 lbs or less	O (Occasionally)
Crawl	O (Occasionally)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-60 lbs	O (Occasionally)
Bend	F (Frequently)	61-100 lbs	N (Not Applicable)

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)

Work is performed primarily in a manufacturing environment; moderate levels of dirt, noise, vibrations, equipment movement hazards, fumes, chemicals/solvents, and electrical hazards. Occasional work in an office environment with use of computer and other standard office equipment. Personal Protective Equipment (PPE) such as safety glasses, safety shoes, hearing protection, etc. is to be worn as applicable throughout entire shift.

By signing below, I acknowledge that I am generally competent to perform the above essential job functions as a Setup Technician.

Team Member Acknowledgement

Date

By signing below, I acknowledge the Team Member is generally competent to perform the above essential job functions as a Setup Technician.

Management Resource Acknowledgement

Date