



## **Tool Maker Level 3 CNC/EDM**

**FLSA Status:** Non-Exempt

**Reports To:** Director of Sales

**Job Status:** Full Time

**Positions Supervised:** None

### **POSITION SUMMARY**

Design, program and operate various equipment for the development of plastic injection molds. Assist in the development of new or repair of existing plastic injection molds. Provide support for process development, efficiency, and improvements working with internal and external customers. Design and build fixtures, gages, and auxiliary tools to help with production and quality requirements.

### **ESSENTIAL FUNCTIONS**

- Model and promote the Mission and Values of Nicolet Plastics, LLC both internally and externally during customer/vendor visits and company related events.
- Lead by example in all aspects of safety.
- Setup and operate Computer Numerically Controlled (CNC) Vertical Milling Machining Centers.
- Setup and operate Electrical Discharge Machining (EDM) Die Sinking Machines, EDM Wire-cut Machines and EDM Fine Hole Drilling Machines.
- Access Computer-Aided Design (CAD) files to identify programming requirements for CNC/EDM equipment.
- Read CAD files or job orders to determine product specifications and tooling instructions, and to plan operational sequences.
- Design jigs, fixtures, and templates for use as work aids in the manufacture of parts or products.
- Setup and operate conventional machine tools such as lathes, milling machines, and grinders to cut, bore, grind, or otherwise shape parts to prescribed dimensions and finishes.
- Compute data such as machine settings, applying knowledge of shop mathematics.
- Move controls in machines to set feed rates, cutting speeds, depths, and angles.
- Verify dimensions, alignments, and clearances of finished parts for conformance to specifications, using measuring instruments such as calipers, gauge blocks, micrometers, and dial indicators.
- Select metals to be used from a range of metals and alloys, based on properties such as hardness and heat tolerance.
- Set pyrometer controls of heat-treating furnaces, and feed or place parts, tools, or assemblies into furnaces to harden.
- Lift, position, and secure machined parts on surface plates or worktables, using hoists, vises, v-blocks, or angle plates.
- Knowledge of mold polishing techniques.
- Inspect finished molds for smoothness, contour conformity, and defects.
- Make any necessary adjustments to ensure that parts and molds meet specifications.
- Keep an accurate record of the location and working status of all molds.

## **ESSENTIAL FUNCTIONS (Continued)**

- Maintain tool status in IQMS. (In or Out of Service)
- Close out MRO work orders in IQMS.
- Work closely with the Production Team and Tool Room Team to discuss and resolve concerns regarding molds that impact the production schedule.
- Refer to the computerized production schedule to identify the next job, clean mold if necessary or if mold change is required. Ensure that mold is in working condition and prepared for placement in press.
- Properly lubricate all moving components during assembly.
- Operate Hot Manifold controllers and Hot Manifold test equipment.
- Pallet molds for shipping.
- Inspect all incoming molds to designated checklist.
- Overhead Crane operation.
- Other duties as assigned by Director of Sales and Tooling Engineer.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

1. Time management: Shows your skills in developing timelines and completing projects.
2. Problem-solving: Demonstrates how you evaluate situations and find effective solutions.
3. Integrity: Indicates that you only submit finished work that meets your own high standards.
4. Responsibility: Demonstrates that you can be counted on to complete tasks assigned to you.
5. Flexibility: Shows that you're willing and able to adapt to any situation.
6. Focus: Shows your level of attention to tasks

## **SKILLS & ABILITIES**

- Associate degree in applicable technical program
- Two or more years of experience in a technical role within a manufacturing environment
- Proven success in customer relations,
- Ability to read and understand blueprints, schematics, 3D computer models. Experience using CAD software tools (Cimatron or Solidworks Preferred)
- Demonstrated commitment to continuous improvement.
- Working knowledge of ERP systems, IQMS preferred

## **PHYSICAL DEMANDS**

While performing the duties of this job, the team member is frequently required to stand and/or walk 90% of time; walk, handle tools, or controls; communicate and listen (hear). The team member is frequently required to squat/kneel, reach, push, pull, climb, or balance. The team member must occasionally lift and/or move parts, supplies, etc. weighing up to 60 pounds. Be able to handle, grasp, and perform repetitive motion. Must also have eye/hand/foot coordination. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**PHYSICAL DEMANDS (Continued)**

Stand	C (Constantly)	<b>Lift/Carry</b> 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)	<b>Push/Pull</b>	
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 to high levels of dirt, noise, vibrations, equipment movement hazards, fumes, chemicals/solvents, and electrical hazards. Ability to work in varying temperatures, including working outdoors as needed. 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 Tool Maker Level 3.*

\_\_\_\_\_  
**Team Member Acknowledgement** \_\_\_\_\_  
**Date**

*By signing below, I acknowledge the employee is generally competent to perform the above essential job functions as a Tool Maker Level 3.*

\_\_\_\_\_  
**Management Resource Acknowledgement** \_\_\_\_\_  
**Date**