

**F/T Position**  
**Shift:** 1<sup>st</sup>  
**# Of Openings-** 1

**Posted:** 04/23/10  
**Expires:** 04/29/10  
**Or until filled**

**POSITION TITLE:** Tooling Technician

**DIVISION/DEPARTMENT:** Manufacturing

**REPORTS TO:** Production Manager

Required Education: High School (X) College ( ) Degree:  
Equivalent to two-year degree (experience may substitute for education)

Experience Required: Possesses a minimum of two (2) years of experience with tooling, fixturing, parts, defining tooling and fixturing requirements. Knowledge of tooling speeds and feeds. Possesses a minimum of two (2) years of experience supervising multiple employees and have exceptional organizational skills. Requires a working knowledge of computers. Possess a knowledge of machining to enable suggesting tooling to increase manufacturing performance. Tool grinding experience desirable.

### **PURPOSE OF POSITION**

This position is responsible for the organization and tracking of all tooling and fixturing used for manufacturing. Responsible for control of inventory and tracking of tooling requirements for re-order quantities and lead times. Also responsible for the training of tool room attendants.

### **DESCRIPTION OF JOB DUTIES**

- Must be able to accomplish all task listed for a tool room technician.
- Control and organization of inventory of the tooling and fixturing in multiple areas of the facility.
- Work with the Purchasing Department to ensure tooling will be here when required and follow up on purchase requisitions.
- Work with Manufacturing Engineering for potential tooling requirements.
- Control of inventory in the computerized tool room software system.
- Provide usage reports and feedback to management on tool room transactions.
- Provide training for tool room attendants and ensure they are meeting their requirements.
- Stay current with technology to allow for input on tooling requirements.
- Fills out requisitions for all tooling requirements.
- Perform other duties as assigned by supervisory or management personnel.