



POSITION DESCRIPTION

Position: Toolmaker

Status: Full time

Position Summary:

Responsible for the repair, maintenance and improvement to all tooling dies, jigs, fixtures and fittings for press tools, CNC equipment in line with production and customer requirements to support business objectives.

Support new tooling for new product introductions to ensure the robustness of product builds. Work on many phases or sub-tasks of projects or entire projects of moderate complexity, with results impacting on project completion.

Work under general supervision, reviewed at project milestones and/or on completion by Senior Management.

Key Responsibilities:

General and Task Management

- Repair and maintain press tools, die repairs
- Routine servicing and regrinding of tools
- Attend breakdowns, identify fault and problem solve at the press with minimal downtime to aid production
- Evaluate each job and determine if it can be repaired in press or must be removed to Tool Room for essential maintenance and repair work
- Estimate length of time require to complete a job and likely consequences of failure to complete work within required timescales
- Identify and escalate any activity that has the potential to cause harm or damage
- Report breakdown root causes, equipment faults and concerns to management

- Ensure all work is undertaken to a high-quality standard and adheres to all quality standard regulations
- Ensure company targets are met in respect of quality of parts produced
- Identify spares requirements and log usage
- Take ownership of smaller less complex specific tool suite to develop and maintain performance with minimal supervision
- Operate Fork Lift Truck and lifting equipment
- Support new project tooling from commissioning stages through to start of production
- Assist in tooling buyoffs and trials
- Manufacture new tooling and ancillary spares to support production activity and customer deadlines
- Document and update die history and other work records
- Carry out Planned Preventative Maintenance
- Carry out engineering level changes to tools and modifications
- Test and confirm electrical and hydraulic/pneumatic operation of tools before return to production
- Maintain the highest standards of workmanship at all times
- Record all relevant data in relation to tooling and record on the Tool Room database
- Be actively involved in improvement activities to support the achievement of departmental and company objectives
- Ensure risk assessments are available, read and understood for each activity undertaken
- Understand and operate within basic cost/budget measures for tooling
- Work within 5S (Sort, Set In Order, Shine, Standardize, Sustain) methodology to maintain workplace to a high standard
- Ensure all personal protective equipment is identified, always available, correctly used and all associated problems are reported to management
- Ensure all lost time, minor and trivial accidents are reported
- Promote environmental issues and ensure all company procedures are understood and followed
- Keep up with current and developing manufacturing and engineering trends regarding tool making
- Undertake special projects as required
- Quality control of work by appropriate reviews
- Conduct benchmarking studies to determine best practices/designs and future trends
- Plan projects or subtasks so they may be tracked and presented
- Attend various meetings and action/communicate instructions
- Undertake continuous training and development
- Perform root cause analysis and resolve problems
- Independently determine approach and assigned tasks

Competencies:

- Skills and Attributes:
- Knowledge of measurement
- Understanding of engineering drawings
- Understanding manufacturing processes
- Ability to work in a diverse and dynamic environment
- Planning and prioritising activities
- Good communication and interpersonal skills
- Ability to present data effectively
- Problem-solving skills
- Understanding of Health and Safety practices
- Analytical skill set
- Understand lean manufacturing
- Understanding of cost and financial impacts
- Ability to work on own initiative
- Able to work as part of a team
- Ability to learn quickly and work in a safe manner
- Ability to read and follow written and verbal instructions and work standards
- Able to work with minimum supervision and to timescales
- Good understanding of customer deliverables and the impact of failure / cost of poor quality
- Proactive in dealing with issues and able to lead others in implementing solutions.
- Attention to detail.
- Personable and can effectively relate to and communicate with various levels within the organization.
- Able to take on accountability in a positive and reliable manner.
- 3D Printing Experience
- CNC Machine programming Experience

Authorised By : _____ Date : _____

Accepted By : _____ Date : _____