



Job Description – Mold Technician

Purpose & Scope

The purpose of this position is to support the weekend production needs by executing the schedule and to provide a venue for training to become a process technician.

This position will work three 12-hour days (36 hours) and get paid for 40 as long as all 36 hours are worked and no attendance points are accrued (i.e. no long lunch, late punch in or early punch out). The position requires you to work the weekend and one additional 12-hour shift. The non-weekend shift will be used as a training day to prepare you to become a process technician.

Evening

Friday: 10:30 pm – 11:00 am
Saturday: 10:30 pm – 11:00 am
One additional 12-hour shift TBD

Days

Saturday: 10:30 am – 11:00 pm
Sunday: 10:30 am – 11:00 pm
One additional 12-hour shift TBD

Duties and Responsibilities

- Safety is everyone's responsibility
- Assist in the execution of the weekend production schedule
- Answer basic press alarms to maintain production during the weekend hours
- Answer material and equipment alarms as needed
- Mix material and stage as needed
- Shutdown presses safely when quality issues arise
- Safely react to power outages
- During weekend hours, act as an operator as needed
- Perform part inspections to ensure part conformity/quality
- Train (as time permits) for the Process Technician role
- Regular, on-time attendance at work is an essential function of every job at Dymotek
- Additional duties as assigned

Organizational Relationships

The role reports to the Shift Supervisor and will work very closely with Process Technicians, Process Engineers, Tooling, Quality and Maintenance to obtain the skills needed to become a process technician.

Working Conditions

Normal manufacturing conditions requiring safety observation at all times

Education & Training

High school diploma or equivalent; diploma preferred

Technical Knowledge Skills & Experience

- Mechanical aptitude and/or experience with hand tools
- Ability to read measuring devices, i.e. micrometer, calipers, etc.
- Ability to read and interpret blue prints
- Basic knowledge of IQMS

Managerial Skills & Experience

N/A

Special Requirements (Physical, etc.)

- Must be in good overall physical condition (lifting, turning, twisting, reaching, pulling, pushing etc...)
- Must be able to stand for 8 hours
- Must be able to lift 50 lbs minimum
- Ability to speak, read and write English
- Good math skills

Quality Management System Requirements

- All employees are responsible for knowing the Quality Policy Statement, how their job supports the statement and quality objectives.
- All employees are responsible for product identification.
- Refer to ‘Document/Job Function Matrix’ (a cross reference of all ISO documents with job titles) for specific documents related to their job positions.

This job description has been approved by all levels of management:

Manager or Supervisor_____

Human Resources_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature_____

Date_____

Employee Name (please print)_____