



Name of Position: Tool & Die Journeyman

Reports to: Maintenance/Plant Manager

Print Employee Name

I. Summary:

1. Coordinates activities of workers engaged in operating variety of machines to manufacture parts or products by performing the following duties. Repairs and maintains dies.

II. Core Activities:

1. Visually inspects and listens to dies as need to diagnose a problem.
2. Dismantles dies to repair the problem with the die or die blades.
3. Inspects and measures parts to detect wear, misalignment, or other problems.
4. Removes and replaces worn or defective parts on blanking dies
5. Performs preventive maintenance on all dies and die components such as automation.
6. Inspects dies as it runs to determine performance of faulty parts.
7. Grease/lube equipment as needed for preventive maintenance purposes.
8. Sets up and operates metal working tools such as drill press, lathe, die grinder, surface grinder, profile grinder, surface grinder, radial drills, shear and Bridgeport mill to make or repair parts.
9. Welds using arc or mig for repairs or fabrication.
10. Use of gas torches/ Plasma cutter for cutting material for repairs.
11. Read precision measuring devices such as micrometer, calipers, height gauge etc.
12. Troubleshoot die issues during production runs to determine repairs as needed.
13. Identify burrs; pull back, clearance issues and other defects die blades may produce to determine repairs.
14. Open and close dies as needed to perform duties on the dies using proper equipment such as the lamina die open etc.
15. Observe "die status" sheet for lineup of dies to be worked on and meet production demands
16. Fill out proper paperwork when required such as but not limited to die repair log book, completed die forms, die pm sheets, die cleaning sheets etc
17. Always keep work area clean and safe at all times.

III. Competencies:

1. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

2. Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
3. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
4. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

IV. Education and/or Experience:

1. Completion of formal four-year Tool & Die apprentice training program preferred
2. Two-year certificate from college or technical school; or two-years related experience and/or training; or equivalent combination of education and experience.

V. Language Skills:

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to write routine reports and correspondence.
3. Ability to speak effectively to outside service contractors or technicians.

VI. Mathematical Skills:

1. Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume.

VII. Reasoning Ability:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

VIII. Physical Demands:

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this Job, the employee is regularly required to stand.
3. The employee is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.
4. The employee must frequently lift and/or move up to 50 pounds.



5. Specific vision abilities required by this job include close vision, peripheral vision and depth perception.

IX. Work Environment

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts; high, precarious places and fumes or airborne particles.
3. The employee is occasionally exposed to wet and/or humid conditions and risk of electrical shock.
4. The noise level in the work environment is usually very loud.

I have received a copy of, read, and understand the description of my job responsibilities.

Employee Signature

Date