

POSITION:

Mold Technician

DEPARTMENT:

Mold Shop

Function:

Primarily responsible for transporting molds to and from presses, installing/uninstalling, starting up to verified process per instruction of supervisor and to specifications dictated by the manufacturer and/or customer.

SCOPE:

Internal (within company). Interacts with processors, supervisors, mold press operators, the mold rack organizer.

External (outside company). N/A

RESPONSIBILITIES:

1. Safety
2. Quality
3. Walks through current and previous tasks from the previous shift.
4. Keep abreast of the schedule of molds to be set and/or uninstalled during shift.
5. Set and pull mold by the standards provided in the Beach mold & Tool Set-Up Manual.
6. Set and pull mold to a responsible and safe set up time.
7. Receive and return production packet & old labels to the staging area. Change Kronos.
8. When tool is pulled clean tool, spray and close up tool.
9. Remove any purgings from the press and clean up the press and the surrounding area, including the floor, via "5S"
10. Acknowledge and generate w.o. for maintenance repairs.
11. Complete what ever is deemed necessary by Plant Management.
12. While Installing /uninstalling molds per manufacturer and customer specifications include all quality documentation and alert boards.
13. Locate and retrieve fixtures, robot EOAs and molds safely and efficiently with minimal time consumption.
14. Store all received molds and fixtures on the rack.
15. Identify problems and make recommendations for improvements while assisting in the continuous improvement program.
16. Safe operation of forklift/cranes at all times.
17. Prevent damage to the molds when retrieving or returning molds, being careful not to bump other molds.
18. Any damaged molds or equipment, take corrective action to solve.
19. 100% production readiness of tools, i.e. scheduled (24 hour) tool changes, molds and auxiliary equipment, staged in production staging area.
20. After presses are set up properly, it is the Mold Technicians responsibility to start up the Machines to a qualified process. Verify production quality, then provide sample to Q.A.

21. Maintain Mold Machines processes deemed necessary by the supervisor.
22. Set Ups at all machines are all the Mold Technicians responsibly. Everyone covers everyone.
23. Must keep attendance points at or below 6 points. If not could be subject to demotion.
24. Must be able to work any shift deemed necessary by management.

REPORTING RELATIONSHIPS:

Reports to Set-Up / Training Manager.

EQUIPMENT:

Refer to the Set Up Tool Checklist.

PHYSICAL CONDITIONS:

Work is conducted on shop floor. Must use extreme caution, by following safety guidelines, while operating forklifts and when organizing the molds. Heavy lifting is involved, must be able to lift at least sixty (60) pounds. Must be able to climb a 12' ladder repeatedly.

OTHER:

Other duties as assigned.

EDUCATION AND TRAINING:

Education. Must be forklift authorized and pass the Beach Mold & Tool new Hire Assessment.

Experience. Minimum of 90 days at Beach Mold & Tool or previous experience required.

Skills. Must have excellent organizational skills and reading and comprehension skills. Must, also have good problem solving skills and be able to deal with time demands. Mechanic experience is a plus.

Behavioral Characteristics. Must be self directed and have the initiative and drive for constant improvement in quality and performance. Must maintain a positive attitude and follow the basic principles when dealing with other employees above and below the position. Must listen to understand clearly, give feedback to others, get your point across, acquire, evaluate, use and communicate information. Must be able to deal with change, ask questions to clarify information, be a team player, and work smarter.

Print Name

Signature

Date