



**Job Title:** Tool and Die Maker  
**Department:** Toolroom  
**FLSA Status:** Hourly - Non-exempt

**Reports To:** Toolroom Supervisor  
**Status:** Full-Time  
**Pay Grade:** TBD

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### **Position Summary:**

Responsibilities will be to repair existing dies and tools and support production. Analyze specifications, lay out metal stock, set up and operate machine tools, and fit and assemble parts to repair dies, cutting tools, jigs, fixtures, gauges

### **Essential Responsibilities:**

- Spotting of try out dies. Perform engineering changes and rebuild of dies.
- Service dies and support production.
- Conduct test runs with completed tools or dies to ensure that parts meet specifications; make adjustments as necessary.
- File, grind, shim, and adjust different parts to properly fit them together. Fit and assemble parts to make, repair, or modify dies, jigs, gauges, and tools, using machine tools and hand tools.
- Inspect finished dies for smoothness, contour conformity, and defects. Lift, position, and secure machined parts on surface plates or worktables, using hoists, vises, v-blocks, or angle plates.
- Measure, mark, and scribe metal or plastic stock to lay out machining, using instruments such as protractors, micrometers, scribes, and rulers.
- Select metals to be used from a range of metals and alloys, based on properties such as hardness and heat tolerance.
- Set up and operate drill presses to drill and tap holes in parts for assembly. Smooth and polish flat and contoured surfaces of parts or tools, using scrapers, abrasive stones, files, emery cloths, or power grinders.
- Verify dimensions, alignments, and clearances of finished parts for conformance to specifications, using measuring instruments such as calipers, gauge blocks, micrometers, and dial indicators.
- Maintain tool room equipment, and keep the tool room clean, safe, and in order.
- Maintain safety standards of workplace.
- Wear all personal protective equipment as required.
- Weld tool steel and work back to original specifications.

### **Qualifications:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### **Education and Experience:**

- 4+ years of experience in die troubleshooting.
- 4+ years of experience in repairing dies.
- Journeyman card preferred

### **Job Knowledge, Skills and Abilities:**

Knowledge of machines and tools, including their designs, uses, repair, and maintenance. Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications. Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services. Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective

manufacture and distribution of goods. Ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions. Ability to work well independently.

**Training Requirements:**

1. General Safety.
2. Quality System Awareness and Procedures.

**Physical Demands & Work Environment:**

*The characteristics described below are representative of those encountered while performing the essential functions of this position. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands:** The position is in the factory and involves walking, standing for long periods of time throughout the day. It requires being able to lift up to 50 pounds, and push/pull up to 75 pounds. Stooping/bending/twisting is required on regular basis. Fast-paced environment, usually work standard 40-hour weeks, but overtime may be necessary as work load's dictate. This may include weekdays, weekends and/or holidays.

**Work Environments:** Work performed in a shop environment and regularly exposed to dust, odors, oil, fumes and noise. Working with presses, heavy equipment and machinery is dangerous, it requires wearing personal protective or safety equipment. This job is surrounded by machinery that often becomes very hot, which may lead to an uncomfortably warm environment. Requires working in non-air-conditioned variable temperature factory setting. Employees may be subject to random drug and alcohol testing under FAA regulations

**Sign-off:** The above is a list of activities routinely performed by this position and includes the essential function an individual must perform for the position. The above list is not all inclusive and MTW reserves the right to add and/or remove any job duties as deemed necessary at any time.

I have read and understand this job description.

**Employee's name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_