



Job Title: Tool and Die Manager
Department: Toolroom
FLSA Status: Exempt

Reports To: General Manager
Status: Full-Time
Pay Grade: TBD

Position Summary:

Responsible for supervising, coordinating, training and scheduling the Tool Room repair personnel during the maintenance and repair of tools and dies. Oversee the daily activities of the repair department in order to minimize down time and support production.

Essential Responsibilities:

- Oversee daily tooling support for production; plans die repairs/preventive maintenance.
- Lead team activities in meeting production objectives.
- Manages the tooling budget to purchase expenditures.
- Supervise, train and instruct Tool & Die Repairs in safety, maintenance, and quality methods & procedures, and capabilities of machines and equipment.
- Review, release, track, coordinate and close work orders.
- Attend die design reviews related to engineering program changes.
- Implement minor engineering changes.
- Support Quality with improving and maintaining tools and dies.
- Ensure tooling specifications after each pm, die repair, engineering change.
- Teach/Mentor tooling team on die functions and troubleshooting techniques.
- Track downtime to identify projects.
- Consult with the General Manager relative to modification of machines and equipment in order to improve production & quality of products.
- Participate in the selection, development, training and discipline of Tool & Die Repairs.
- Perform performance appraisals with the assistance of the General Manager and Human Resources, making recommendations on promotions or other changes in status of employees you are directly responsible for.
- Responsible to maintain compliance with organizational policies, and safety standards.
- 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.

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:

- 5+ year's supervisory experience in tooling in a metal stamping facility or equivalent automotive manufacturing background.
- Tool & Die Journeyman's Card

Job Knowledge, Skills and Abilities:

Knowledge of stamping dies (progressive, blanking). 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. Good computer skills to work with CAD/CAM technology, CNC machine tools, and computerized measuring machines. 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: Stamping and assembling plant environment. Involves walking, standing for long periods of time throughout the day. It requires being able to lift up to 50 pounds, push and 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 a 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: _____