



Job Title: New Tooling Supervisor
Department: Toolroom
FLSA Status: Hourly - Non-exempt

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

Position Summary:

Supervise and coordinate the toolroom personnel activities to meet the schedule deadlines. Oversee the day to day operations of the toolroom, planning, implementation, scheduling & utilization. Assist tool room manager as needed.

Essential Responsibilities:

- Supervise Toolroom employees engaged in building metalworking dies, jigs, and fixtures, gauges, cutting tools, etc.
- Manage tryouts of new tools.
- Take lead role in continual improvement of new tooling build procedures and make adjustments to meet requirements.
- Establish or adjust work procedures to meet department deadlines. Support for estimating costs for new tooling and engineering changes.
- Estimate requisition, and inspect materials.
- Perform engineering changes and rebuild of dies.
- Confer with toolroom manager to coordinate activities of individual departments. Maintain time and production records.
- Supervise, coordinate and prioritize the projects and workload of the department. Ensure projects are finished correctly and according to time schedules.
- Provide guidance and direction to employees in solving and/or answering toolmaking questions, problems and issues.
- Train new employees.
- Analyze and resolves work problems or assists in solving work problems. Initiate or suggest plans to motivate employees to achieve work goals.
- Perform performance appraisals, recommend or initiate personnel actions, such as promotions, transfers, discharges, and disciplinary measures.
- Responsible to maintain compliance with organizational policies, and safety standards.
- Oversee the maintenance of the toolroom equipment. Enforce safety and sanitation regulations.
- Must 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:

- Associate's degree or equivalent from two-year College or technical school;
- 5+ year's supervisory experience in tooling in a metal stamping facility, or equivalent combination of education and experience.
- Tool & Die Journeyman's Card
- 10 years of experience in machining, and tool and die construction.
- Blue print reading and GD&T

Job Knowledge, Skills and Abilities:

Knowledge and experience building progressive, line and transfer dies and the use of automotive stamping presses. Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources. Knowledge of machines and tools, including their designs, uses, repair, and maintenance. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Ability to plan, prioritize and organize work effectively; work under pressure and time deadlines. Ability to manage Personnel Resources, motivating, developing, and directing people as they work, identifying the best people for the job. Ability to consider the relative costs and benefits of potential actions to choose the most appropriate one.

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:** While performing the duties of this job, the employee is regularly required to stand, walk; sit, use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 50 pounds and push and pull up to 75 pounds. Specific vision abilities required by this close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. 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, noise and moving mechanical parts. 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. The employee is occasionally exposed to toxic or caustic chemicals and vibration. 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: _____