T.O. Plastics

Job Title: Toolmaker

Department: Engineering

Reports To: Tooling Supervisor

Back up: Tooling Supervisor

Position Date: 11/01/10

Job Status: Hourly Full-time Permenant Non-Exempt

EEO-1: 06

SUMMARY: The following statements are intended to describe the general nature and the level of work being performed. They are not intended to be constructed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified:

The toolmaker position is responsible to assure that all tooling from conception to production is consistent with customer specifications. This position will be cross functional in that the toolmaker will assist in quoting, develop and build tooling and work with production to assure specifications as well as quotes rates can be attained.

SAFETY IS # 1 AT T.O. PLASTICS: Our expectations is that every employee: 1) Strictly follows safety policies, rules and safe work methods.
2) Promptly corrects or reports safety hazards or unsafe conditions.
3) Promptly reports injuries for prompt diagnosis and treatment.
4) Make regular suggestions in our “Suggestion Box” to be documented and implemented for safety process improvements to support continuous improvement in safety, and
5) Actively participates in a safety process or projects such as the safety committee, safety inspections, and the implementation of good safety practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:
(Other duties may be assigned.)

Major

- Development with Engineering and Estimation quotes to customer specification assuring most cost effective methods to secure quote.
- Cross functional development of tooling with Engineering and Production that meet specifications and job rates.
• Part of cross functional development team on new projects to assure accurate costing and overall development of tooling and product.
• Assist Production on tooling needs to constantly and consistently improve our processes.
• Build tooling per specifications utilizing personal knowledge and cross functional input.

Secondary

• Assist Tooling Supervisor in ordering Tooling shop equipment.
• Assist Tooling Supervisor in ordering shop supplies.
• Development and repair of current tools as required.

QUALIFICATION REQUIREMENTS:
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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. Ability to communicate effectively.
2. Ability to work cross functionally to and function with all departments.
3. Ability to accept special assignments.
4. Ability to communicate through reporting status of work and approvals on projects.

Backup: Tooling Supervisor
Backup Qualifications:
Same as above

EDUCATION and/or EXPERIENCE:

This position requires knowledge of all thermoforming process and part configurations. Individual must have at least 5 years experience in this area and be fully knowledgeable on tools set up and performance of molds and equipment.
This position requires at least 3 years experience in the design and building of molds to meet specifications.
Engineering degree preferred but not essential.
Basic Computer skills – E-mail- Word- Excel

LANGUAGE SKILLS:
As started above this position requires good language skills and the ability to communicate with cross functional areas in a positive nature and support the efforts of all functions.

MATHEMATICAL SKILLS:
This is critical to the costing and development of tooling. This position requires strong math skills to convert the tooling prints into specified tooling. Math is an essential part of this process and will be critical to assure that molds are built and produced to specifications.
REASONING ABILITY:
This position calls for high reasoning skills and learned behavior. It is the toolmakers responsibility to be able to construct tooling to specifications and know where vacuum, water lines, plug assists and other molding issues will be required. This will also require strong problem solving skills.

PHYSICAL DEMANDS:
- Lifting up to 50 pounds.
- Shop atmosphere with equipment
- Able to operate equipment with good dexterity to enable toll building.

WORK ENVIRONMENT:
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.
- This will be in shop and production floor all safety equipment with safety glasses and ear production will be worn.

Apply online at [www.toplastics.com/careers](http://www.toplastics.com/careers)

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