

## Job Opening – Tool and Die Technician



<b>Job Title:</b>	Tool and Die Technician	<b>Job Category:</b>	Non-Exempt
<b>Department/Group:</b>	Production	<b>FLSA Status:</b>	Hourly: Non-Exempt
<b>Location:</b>	Archbald, PA Office	<b>Travel Required:</b>	None
<b>Level/Salary Range:</b>	N/A	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Anna Rinaldi	<b>Date posted:</b>	10/26/2018
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	11/9/2018
<b>Internal posting URL:</b>	Employee Bulletin Boards		
<b>Internal Interest Application w/ Resume required Accepted By:</b> <a href="mailto:anna.rinaldi@simona-america.com">anna.rinaldi@simona-america.com</a>			
<b>Position Hours:</b> 7:00am – 3:00pm			

- **Summary/Objective**

- The Tool and Die technician position is responsible for performing highly diversified duties to install, troubleshoot, repair and maintain production and facility equipment according to safety, predictive and productive maintenance systems and processes to support the achievement of the site's business goals and objectives.

- **Essential Functions**

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Below are some of the functions included but not limit to.
- Perform highly diversified duties to maintain and upkeep on all tools and dies throughout the production department.
- Provide emergency/unscheduled repairs of production tool and die equipment during production and performs scheduled maintenance repairs of production equipment during service.
- Perform simple machinist duties and responsibilities as it pertains to extrusion dies, adaptors and tools.
- Perform mechanic skills including, but not limited to, mechanical, electrical, pneumatic, hydraulic, troubleshooting and repair of production machines.
- Read and interpret equipment manuals and work orders to perform required maintenance and service.
- Diagnose problems, replace or repair parts, test and make adjustments.
- Perform regular preventive maintenance on dies and adapters as throughout the facility.
- Use a variety of hand and power tools, electric meters and material handling equipment in performing duties.
- Detect faulty operations, defective material and report those and any unusual situations to proper supervision.
- Comply with safety regulations and maintain clean and orderly work areas.

- **Competencies**

- Technical Capacity.
- Ethical Conduct.
- Communication Proficiency.
- Results Driven.
- Initiative.

- **Supervisory Responsibility**

- This position has no supervisory responsibilities.

- **Work Environment**

- While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The noise level in the work environment and job sites can be loud. In some cases there will be extreme heat and humidity while working around equipment.

- **Physical Demands**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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- **Position Type/Expected Hours of Work**
  - This is a full-time position, and hours of work and days are Monday through Friday, approximation of times are 7:00a.m.-3:00p.m. or as dictated by Supervisor.
- **Required Education and Experience**
  - High school diploma/GED and completion of a craft apprenticeship, or an equivalent number of years of education and production maintenance experience.
  - 4+ years of manufacturing experience; strong hydraulic, pneumatic, mechanical and industrial skills.
  - Preferred Education and Experience
  - An AA degree in mechanical, electrical or industrial maintenance.
  - 3+ years working within an industrial, manufacturing environment on Working with sheet lines, grinders, maintenance equipment.
- **AAP/EEO Statement**
  - We are an Equal Opportunity Employer
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Reviewed By:	Anna Rinaldi	Date:	10/26/2018
Approved By:	Frank Birk	Date:	10/26/2018