



Tool Maker – Job Description

(Job Code and Level: MFGTOO002)

Definition:

Makes or improves different types of tools to enable the production processes to be as efficient as possible. This may include jigs, fixtures, clamps or moulds to obtain a more robust consistently produced part that meets the specification of the customer. Likely to be highly skilled and knowledgeable and support apprentices.

Overall Purpose of the Role:

Responsible for the repair, maintenance and improvement to all tooling dies, jigs, fixtures and fittings for press tools, CNC equipment in line with production and customer requirements to support business objectives. Support new tooling for new product introductions to ensure the robustness of product builds. Work on many phases or sub-tasks of projects or entire projects of moderate complexity, with results impacting on project completion. Work under general supervision, reviewed at project milestones and/or on completion by Senior Management.

Key Responsibilities:

General and Task Management

- Repair and maintain press tools, die repairs
- Routine servicing and regrinding of tools
- Attend breakdowns, identify fault and problem solve at the press with minimal downtime to aid production
- Evaluate each job and determine if it can be repaired in press or must be removed to Tool Room for essential maintenance and repair work
- Estimate length of time required to complete a job and likely consequences of failure to complete work within required timescales
- Identify and escalate any activity that has the potential to cause harm or damage
- Report breakdown root causes, equipment faults and concerns to management

- Ensure all work is undertaken to a high quality standard and adheres to all quality standard regulations
- Ensure company targets are met in respect of quality of parts produced
- Identify spares requirements and log usage
- Take ownership of smaller less complex specific tool suite to develop and maintain performance with minimal supervision
- Operate Fork Lift Truck and lifting equipment
- Support new project tooling from commissioning stages through to start of production
- Assist in tooling buyoffs and trials
- Manufacture new tooling and ancillary spares to support production activity and customer deadlines
- Document and update die history and other work records
- Carry out Planned Preventative Maintenance
- Carry out engineering level changes to tools and modifications
- Test and confirm electrical and hydraulic/pneumatic operation of tools before return to production
- Maintain the highest standards of workmanship at all times
- Record all relevant data in relation to tooling and record on the Tool Room database
- Be actively involved in improvement activities to support the achievement of departmental and company objectives
- Ensure risk assessments are available, read and understood for each activity undertaken
- Understand and operate within basic cost/budget measures for tooling
- Work within 5S (Sort, Set In Order, Shine, Standardize, Sustain) methodology to maintain workplace to a high standard
- Ensure all personal protective equipment is identified, always available, correctly used and all associated problems are reported to management
- Ensure all lost time, minor and trivial accidents are reported
- Promote environmental issues and ensure all company procedures are understood and followed
- Keep up with current and developing manufacturing and engineering trends regarding tool making
- Undertake special projects as required
- Quality control of work by appropriate reviews
- Conduct benchmarking studies to determine best practices/designs and future trends
- Plan projects or subtasks so they may be tracked and presented
- Attend various meetings and action/communicate instructions
- Undertake continuous training and development
- Perform root cause analysis and resolve problems
- Independently determine approach and assigned tasks

People Management

- Lead and/or support technicians and trainee engineers
- Train people within own work group

- Ensure a safe working environment exists for self and colleagues, ensuring all health, safety environmental and quality management procedures are followed and achieve the company's and departmental KPI targets

Relationship Management

- Assist visiting specialist engineers when necessary
- Work and liaise with a range of internal departments and external suppliers, utilising good effective communication across all functions
- Ensure that contractors are utilised in accordance with company procedures

Self Management

- Comply with the Health, Safety and Environmental Policies
- Assertive, optimistic, resilient and welcomes change
- Engages interest and participation of others
- Proactively contributes to the team
- Is self aware and has a collaborative approach to working with others
- Shows moral courage, openness and honesty in all dealings
- Adaptable and flexible with a positive, responsible attitude
- Self-motivated and hard working

Skills and Attributes:

- Knowledge of measurement
- Understanding of engineering drawings
- Understanding manufacturing processes
- Ability to work in a diverse and dynamic environment
- Planning and prioritising activities
- Good communication and interpersonal skills
- Ability to present data effectively
- Problem-solving skills
- Understanding of Health and Safety practices
- Analytical skill set
- Understand lean manufacturing
- Understanding of cost and financial impacts
- Ability to work on own initiative
- Able to work as part of a team
- Ability to learn quickly and work in a safe manner
- Ability to read and follow written and verbal instructions and work standards
- Able to work with minimum supervision and to timescales
- Good understanding of customer deliverables and the impact of failure / cost of poor quality

Qualifications and Experience Levels:

- GCSE Level A-C, IVQ Technician certificate, BTec first certificate or equivalent NVQ level 2 qualification
- Considerable Previous tool making experience
- Practical hands-on approach to problem solving
- Experience of working to tight production targets
- Understanding of lean manufacturing and 5S (Sort, Set In Order, Shine, Standardize, Sustain) process
- FLT reach licence
- Understanding of production costs to include waste, downtime, scrap and re-work

Example roles this job description may cover:

- Tool Making Technician