

General	
Name of job description:	Tool Maker Rev 00
Job title	Tool Maker
Department:	-
Job summary:	The tool maker is responsible for skilled and professional execution of tool maintenance activities

Qualifications/Experience	
Education:	- High School Graduate or equivalent
Experience:	- Direct tool and die maintenance or making experience
Computer skills:	-
Special language skills:	-
Other special skills/ Certificates:	- Ability to read and understand blue prints - Strong mathematical skills - Knowledge of using inspection equipment and inspecting parts
Soft skills:	-

Functions and Responsibilities
<ul style="list-style-type: none"> - Proper disassembly of tools - Proper re-installation of parts - Lubrication of sliding surfaces - Polishing of bending/pulling jaws - Adhere to the approved preventative maintenance program - Troubleshoot to determine and correct problems/issues - Keep work place organized and current - Recommend items related to evaluation, continuous improvement and departmental improvements for work flow, procedures, etc. - Confirm conformance of finished work to specifications - Maintaining safety and quality standards - Maintaining equipment

These descriptions as noted above cover the most significant duties but does not exclude other work assignments not mentioned, the inclusion of which would be in conformity with the duties assigned to this job.

Organizational Characteristics	
Disciplinary supervisor:	
Technical supervisor:	
Disciplinary subordinate employee:	
Technical subordinate employee:	

Confirm acknowledgment:

Name of the Employee

Date and Signature