

Name of Position: (Correct naming of the work place title)	Tool Mechanic (m/f)		
Organizational Fitting of Position: (Fitting the position in existing hierarchy)			
Business Unit		Workplace	
Erdrich USA Inc.		Tool Shop	
Subordination		Superordination	
disciplinary	technical	disciplinary	technical
Tool Shop Management	Tool Shop Management	-	-
Target: (basic targets for job holder's orientation)			
<p>The position Tool Mechanic aims on gaining high customer satisfaction while following all customer and production requests. It is the position's responsibility to deliver tools and spare parts of its shift in a timely and technologically manner observing given data, quantities, timelines and standards of quality assurance and HSE while making best use of human resources as well as machines, production facilities a.s.o. Reduce external and internal complaints and avoid repeat errors due to expert working and handling the products conforming to standards.</p>			
Tasks: (important main tasks in logical order)			
<ul style="list-style-type: none"> ➤ <u>Maintain tools and support production in case of an error during production</u> <ul style="list-style-type: none"> · Maintain and repair tools according the standards and descriptions (tool maintenance plan) · Support production with tool adjustments and setups if necessary · Control and monitoring of work area by <ul style="list-style-type: none"> - Organization of useful tools, production facilities, material and other appliances - As well as training of support personnel · Setting up the complete assets · Releasing production tools according to test plan of quality assurance · Clearing the asset conforming to accident prevention regulation ➤ <u>Tasks in complete work area</u> <ul style="list-style-type: none"> · Timely provision of products per requirement · Start remedial actions when disturbances occur in order to grant continuous production · Release tools after test/examination ➤ <u>ASM / USM / Orderliness/Cleanliness in complete work area</u> <ul style="list-style-type: none"> · Observation of HES instructions in area of responsibility and in direct work environment · Observation of cleanliness and orderliness in area of responsibility and in direct work environment 			
Competences: (special authorization, approval entitlement)			
<ul style="list-style-type: none"> - Release production tools according to general plant safety regulation (accident prevention regulation). 			

Responsibility (area):

(technical responsibility, responsibility for staff)

- Responsible for trouble-free process in area of work
- Observation of existing safety and environmental company codes
- Monitoring spare parts stock
- Obligation to report problems to the management of GE, PPL, Quality Assurance, Maintenance, internal clients and internal suppliers within the process

Environmental conditions of work place:

- Workstation
- Test site, test devices, measurement equipment
- Process-related machines and equipment with appropriate data sheets (setup plans, diagrams, test plans, work plans, etc.)

Job experience:

- Good PC knowledge (MS Office)
- Knowledge in measurement technology and reading of diagrams
- Several years of experience in tool maintenance or metal forming (deep drawing)
- Extended knowledge in reading of diagrams
- Basic knowledge of forming tools

Personal skills required:

- Capacity for teamwork
- Engagement
- Take on personal responsibility
- Logical and precise thinking
- Ability to understand operational correlations / processes and to act appropriately

Date, Signature Supervisor

Date, Signature Job Holder