

KNIGHTSBRIDGE PLASTICS, INC. Job Description

Initials: _____

Date: _____

| | |
|----------------------------|--|
| Document Date: | |
| Job Title: | Tool Room Set-Up Technician |
| Report to: | Mold Maintenance Supervisor |
| Purpose of the job: | The Tool Room Set-up Technician is responsible for the daily setup of molds for production, including changing inserts, mold repairs, and mold cleaning. |

Job Functions and Responsibilities:

| | |
|---|---|
| ◆ | Set-up and clean molds for Production. |
| ◆ | Check schedule for daily Mold set-up needs. |
| ◆ | Check with production to make sure molds ran good. |
| ◆ | Set up fixtures to run with the job. |
| ◆ | Assist other Mold Makers in doing mold repair. |
| ◆ | Inspect the mold after each run for damage. Clean and spray with mold protectant before putting the mold on storage rack. |
| ◆ | Keep the work area clean. |
| ◆ | Learn and use IQMS as it applies to their job |
| ◆ | Work in an effort to promote quality and safety |
| ◆ | Ensure highest possible product quality and adherence to ISO and/or other standards. |
| ◆ | Overtime as needed on a project by project basis |
| ◆ | Other job duties as assigned |

- 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.
- All position descriptions must adhere to the attendance standards.
- Performs other duties and/or responsibilities as assigned by management.
- All position descriptions must include physical aspects of the employee's occupation.

Qualifications:

➤ Education:

1. High School graduate, or equivalent.

➤ Experience:

1. Exposure in a machine shop or molding shop.

➤ Knowledge, skills, and abilities:

1. Speak, read, and write English to be easily understood.
2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
3. Ability to interpret a variety of instructions furnished in written, oral, and/or blue print format.
4. Requires excellent hand/eye coordination, manual dexterity, good vision and attendance.
5. Knowledge of various measuring equipment including calipers and micrometers.
6. Knowledge of injection molds.
7. Good technical & mechanical aptitude.
8. Ability to use pneumatic and power tools.
9. Ability to lift up to 50lb.
10. Must **not** receive more than one (1) NCR per quarter and no more than four (4) NCR's within a year.
11. Receive an annual performance review of 70% or above.

Please sign below in acknowledgement, receipt of a copy, and acceptance of this position description:

Print Full Name

Signature

Date

KNIGHTSBRIDGE PLASTICS, INC.

Physical Requirements/Working Conditions/Protective Equipment

| | |
|--|---|
| Job Title: Tool Room Set-Up Technician | Department: Tooling |
| Name: | Circle One: New Hire / Temp-to-Hire / Promotion |

Physical Demands

| Activity (Hours per day) | Never 0 hours 0 % | Occasionally Up to 3 hours 1%~37% | Frequently 3-6 hours 38%~75% | Constantly 6-8+ hrs 76%~100% |
|-----------------------------|-------------------------|---|------------------------------------|------------------------------------|
| Sitting | | | X | |
| Walking | | | X | |
| Standing | | | X | |
| Bending (neck) | | X | | |
| Bending (waist) | | X | | |
| Squatting | | X | | |
| Climbing Up or Going Down | X | | | |
| Kneeling | | X | | |
| Crawling | X | | | |
| Twisting/Turning (neck) | | X | | |
| Twisting/Turning (waist) | | X | | |

Repetitive Motion Actions

| Activity (Hours per day) | Never 0 hours | Occasionally Up to 3 hours | Frequently 3-6 hours | Constantly 6-8+ hrs |
|--|------------------|-------------------------------|-------------------------|------------------------|
| Hand Use: Dominant hand Right () Left () | | | X | |
| Is repetitive use of hands required? | | X | | |
| Repetitive use of hands for keyboard/data entry? | | X | | |
| Simple grasping/holding (right hand) | | | X | |
| Simple grasping/holding (left hand) | | | X | |
| Power grasping/holding (right hand) | | X | | |
| Power grasping/holding (left hand) | | X | | |
| Fine Manipulation (right hand) | | | X | |
| Fine Manipulation (left hand) | | | X | |
| Pushing & Pulling (right hand) | | X | | |
| Pushing & Pulling (left hand) | | X | | |
| Reaching (above shoulder level) | | X | | |
| Reaching (below shoulder level) | | | X | |

Lifting

| Lbs | Never 0 hrs | Occasionally Up to 3 hrs | Frequently 3-6 hrs | Constantly 6-8+ hrs | Height |
|--------|----------------|-----------------------------|-----------------------|------------------------|--------|
| 0-10 | | X | | | |
| 11-15 | | X | | | |
| 16-25 | | X | | | |
| 26-50 | | X | | | |
| 51-75 | | X | | | |
| 76-100 | X | | | | |
| 100+ | X | | | | |

Pushing/Pulling/Carrying

| Never 0 hrs | Occasionally Up to 3 hrs | Frequently 3-6 hrs | Constantly 6-8+ hrs | Height |
|----------------|-----------------------------|-----------------------|------------------------|--------|
| | X | | | |
| | X | | | |
| | X | | | |
| | X | | | |
| | X | | | |
| | X | | | |
| | X | | | |

Hearing – The typical noise level for the work environment is:

Very Quiet () Quiet () Moderate Noise (X) Loud Noise () Very Loud Noise ()

Check if applicable

| | |
|--|---|
| Ability to hear telephone conversations | X |
| Ability to hear alarms on equipment | X |
| Ability to hear instructions from staff? | X |

Exposure/Equipment/Machinery

| Does the job require: | Yes | No |
|--|-----|----|
| Working with bio-hazards? | | X |
| Wear safety glasses and earplugs? | X | |
| Working in confined spaces? | | X |
| Exposure to chemicals, fumes, dust, or gas? | X | |
| Working around equipment and machinery? | X | |
| Use of <i>special</i> visual or auditory protective equipment? | | X |
| Driving cars, trucks, forklifts, and other equipment? | X | |
| Working at heights? | | X |
| Walking on uneven ground? | | X |
| Exposure to excessive noise? | | X |
| Exposure to extreme in temperature, humidity or wetness? | | X |
| Operation of foot controls or repetitive foot movement? | | X |
| Risk of electrical shock? | X | |
| Risk of radiation? | | X |
| Risk of vibration? | | X |
| A sense of touch? | X | |

Vision Requirements

Yes/No

| | Yes/No |
|---|--------|
| Close Vision (clear vision at 20 inches or less) | Y |
| Distance Vision (clear vision at 20 feet or more) | N |
| Color Vision (ability to identify and distinguish colors) | N |
| Depth Perception (three-dimensional vision; ability to judge distances and spatial relationships) | Y |
| Ability to adjust focus (ability to adjust eye to bring an object into sharp focus) | Y |
| No special vision requirements | |
| Specific demands not listed: | |

- Are there any conditions noted in the Position Description that preclude you from performing the essential duties of this job? Yes No
- Do you require any accommodations to perform the essential duties of this job? Yes No
- Are there any obstacles that will hinder or prevent you from performing this job? Yes No
- Do you require any modifications or enhancements to the workspace to perform this job? Yes No

Please sign below in acknowledgement, receipt of a copy, and acceptance of this position's physical requirements/working conditions/protective equipment:

Print Full Name

Signature

Date