

Job Title: Tool & Die Machinist
Department: Tool Room
Reports To: Tool Room Supervisor

Shift: 2nd & 3rd
Location: Owatonna
FLSA Status: Hourly

Position Purpose

- Maintain, repair and modify metal stamping dies, jigs and fixtures to facilitate quality production with a minimum of machine down-time.

Essential Duties & Responsibilities

- May overhaul, repair and reassemble dies to meet production standards and operating schedules; sharpens punches and dies, make and/or replace defective parts, correct timing and eliminate other operating problems with countersinks, springs and plungers.
- Troubleshoot die breakdowns or other operating quality problems in production department to restore quality production as quickly as possible.
- Modify and debug new metal tooling so they will function properly in the machines and produce the desired quality of parts at the appropriate production speeds.
- Perform special machining in making or repairing machine parts or tooling for production requirements throughout the plant. Sustained high degree of care required to prevent damage to equipment being worked on.
- Operate in a skillful manner a variety of machinists tools and inspection equipment, including surface grinders, milling machines, lathes, drill presses, saws, micrometers, surface plates, gage blocks, etc.
- Grind or sharpen dies, drills, taps, gear hob cutters, and other tools received from the shop.
- Maintain adequate lubrication levels in grinders and other Tool Room Machines.
- Promptly report malfunctioning machines to Supervisor.
- Perform other duties as assigned.

Knowledge / Skills / Abilities

- **Skills/Abilities** - Shop math and trigonometry, interpret engineering drawings, setup and operate all basic machine tools and skillfully use micrometers and other measuring instruments.
- **Learning Period** - Five years are necessary to learn the basics of this job, with another five years necessary to perform all aspects of the job with minimal supervision.
- **Supervision Received** - Position receives general supervision, the incumbent refers only exceptional problems to supervisor. Assignments are specific, incumbent relies on own experience and judgement to devise methods and procedures for completing projects.

Qualifications / Prior Experience

- **Training and Experience** - Completion of two year Vo-Tech program or currently enrolled. Working knowledge of metal stamping dies, die casting tools, and the machines the dies are mounted in as a basis for performing proper maintenance duties.
- **Additional Preferred Qualifications** - Must possess own tools.

Work Environment / Other Requirements

- **Working Conditions and Hazards** - Exposure to general hazards of machine operations. Daily exposed to grinding dust, cutting fluids, fumes from the solvent tank and solvents. Uniform safety practices consist of safety shoes, safety glasses and other devices as required.
- **Physical Effort Required** - Requires a high degree of manual dexterity and eye-hand coordination. Continuous standing, moderate to heavy lifting of materials.