

**Job Title:** Tool & Die Manager  
**Department:** Tooling  
**Reports To:** Operations Director

**Shift:**  
**Location:** Owatonna  
**FLSA Status:**

## Position Purpose

- Leading the tool & die team to succeed, the Manager has several responsibilities for their designated work area and assigned shift which include: managing direct reports, mentoring the Team Leader(s), employee selection, discipline, time keeping, performance monitoring/appraisals, facilitating the safe and productive manufacture of high quality products, effectively driving standard work, and helping the team to embrace continuous improvement and high quality of procedures. Key characteristics of a group leader include: accountable, embrace change, fair and consistent, ability to problem solve and coach/mentor teammates.

## Essential Duties & Responsibilities

- Maintains safe work environment by following standards and procedures; complying with legal regulations
- Oversee and evaluate the daily operation of the Tooling & Die Shop
- Implement and oversee training and development of Tool & Die personnel
- Manage all employees in Die Shop (Toolmakers, Process Engineers and Die Technicians)
- Manage all phases of extrusion tool design, manufacture and development
- Manage all phases of fabrication tool design, manufacture and development
- Coordinate with all appropriate departments/staff in progress updates, problem analysis, and corrective actions
- Manage and prioritize all scheduling of tooling
- Responsible for all aspects of die shop and machines contained therein
- Responsible for meeting continuous improvement objectives
- Manage and communicate R&D efforts
- Responsible for all Die Shop budgets
- Responsible for Die Shop Safety

## Knowledge / Skills / Abilities

- Understanding of geometric dimensions and tolerances
- Ability to read and understand mechanical drawings
- Familiarity with MS Office programs

## Qualifications / Prior Experience

- High School Diploma or GED
- Technical degree in Tool Making or Machining preferred
- 2 or more years in a supervisory role in a Machine Shop or equivalent
- 5 or more years as a Tool Maker or Machinist

## Work Environment / Other Requirements

- The work performed is conducted in a climate controlled facility with moderate noise levels that are within OSHA limits
- Must be able to use normal office equipment (scanner, printer, copier and computer).
- Standing, bending, lifting, twisting, and walking on concrete floor.
- Must be able to lift up to 50 lbs.