



Senior Tool Maker – Job Description

(Job Code and Level: MFGTOO003)

Definition:

Makes or improves different types of tools to enable the production processes to be as efficient as possible. This may include jigs, fixtures, clamps or moulds to obtain a more robust consistently produced part that meets the specification of the customer. Likely to be highly skilled and knowledgeable and train/assess others. May have some responsibility to lead a small team.

Overall Purpose of the Role:

Responsible for the repair, maintenance and improvement to all tooling dies, jigs, fixtures and fittings for press tools, CNC equipment in line with production and customer requirements to support business objectives. Provide a “hands-on” leadership resource to support the management of the tool room staff and activities and support with training and mentoring others as and when required. Responsible for multiple highly complex major projects requiring innovative original solutions where results are key to successful completion of major projects. Work mostly independently with minimal supervision and work is reviewed at project milestones and/or on completion by Senior Management.

Key Responsibilities:

General and Task Management

- Repair and maintain press tools, die repairs
- Routine servicing and regrinding of tools
- Attend press breakdowns, identify fault and problem solve at the press with minimal downtime to aid production
- Evaluate each job and determine if it can be repaired in press or must be removed to Tool Room for essential maintenance and repair work
- Estimate length of time required to complete a job and likely consequences of failure to complete work within required timescales
- Identify and escalate any activity that has the potential to cause harm or damage
- Report breakdown root causes, equipment faults and concerns to management

- Ensure all work is undertaken to a high quality standard and adheres to all quality standard regulations
- Ensure company targets are met in respect of quality of parts produced
- Identify spares requirements and log usage
- Take ownership of a larger more complex specific tool suite to develop and maintain performance with minimal supervision
- Operate Fork Lift Truck and lifting equipment
- Support new project tooling from commissioning stages through to start of production
- Assist in tooling buyoffs and trials
- Manufacture new tooling and ancillary spares to support production activity and customer deadlines
- Document and update die history and other work records
- Carry out Planned Preventative Maintenance
- Carry out engineering level changes to tools and modifications
- Test and confirm electrical and hydraulic/pneumatic operation of tools before return to production
- Maintain the highest standards of workmanship at all times
- Record all relevant data in relation to tooling and record on the Tool Room database
- Be actively involved in improvement activities to support the achievement of departmental and company objectives
- Ensure risk assessments are available, read and understood for each activity undertaken
- Work within 5S (Sort, Set In Order, Shine, Standardize, Sustain) methodology to maintain workplace to a high standard
- Ensure risk assessments are available, read and understood for each activity undertaken
- Promote environmental issues and ensure all company procedures are understood and followed
- Keep up with current and developing manufacturing and engineering trends regarding tool making
- Undertake special projects as required
- Quality control of work by appropriate reviews
- Conduct benchmarking studies to determine best practices/designs and future trends
- Plan projects or subtasks so they may be tracked and presented
- Actively utilise continuous improvement methodology to progress the maintenance function
- Write reports and present progress at project meetings
- Achieve goals within budget
- Plan projects or subtasks so they may be tracked and presented
- Undertake continuous training and development
- Perform root cause analysis and resolve problems
- Independently determine approach and assigned tasks
- Support training needs of the department and provide expertise to apprentices and trainees

- Utilise good effective communication across all functions
- Act as first point of contact for production and help provide a proactive feedback process between the tool room and other departments
- Provide a communication point for the team and provide a proactive feedback process between the technicians and management
- Champion high team standards

People Management

- Ensure all personal protective equipment is identified, always available, correctly used and all associated problems are reported to management
- Ensure all lost time, minor and trivial accidents are reported
- Ensure a safe working environment exists for self and colleagues, ensuring all health, safety environmental and quality management procedures are followed and achieve the company's and departmental Key Performance Indicators (KPI) targets
- Train and mentor apprentices and less experienced technicians
- Provide leadership and assistance to less experienced technicians and apprentices

Financial and Budget Control

- Understand and operate within basic cost/budget measures for tooling

Relationship Management

- Assist visiting specialist engineers when necessary
- Work and liaise with a range of internal departments and external suppliers, service providers and customers utilising good effective communication across all functions
- Ensure that contractors are utilised in accordance with company procedures
- Attend various meetings and action/communicate instructions

Self Management

- Comply with the Health, Safety and Environmental Policies
- Embraces personal challenge
- Confident, rounded thinking
- Is self aware
- Is resilient, assertive, optimistic and open to change
- Engages interest and participation of others and has a collaborative approach to working with others
- Proactively contributes to the team
- High levels of motivation and action orientated

Skills and Attributes:

- Exercise substantial initiative/judgement in work methods and interpreting goals
- Work independently and is reviewed infrequently with minimal supervision

- Self-supervising within the guidance and expectations of direct management
- Ability to coach, counsel and manage people
- Excellent verbal and written communication skills
- Communicate with clarity and demonstrate excellence in approach to work and people activities
- Excellent organisation skills
- Excellent problem solving skills
- Ability to manage a wide variety of activities at the same time
- Ability to plan, analyse and challenge
- Able to work cross functionally and collaboratively with many stakeholders
- Solid understanding of all people related processes and procedures
- Financial acumen with ability to balance material usage
- Able to identify root cause of any losses
- Good understanding of customer expectations and deliverables with an awareness of the impact of failure/cost of poor quality

Qualifications and Experience Levels:

- A Levels, ONC, City & Guilds level 3, BTec National Diploma Level 3, IVQ Technician Diploma, NVQ level 3
- Professional accreditation with an industry related body would be advantageous
- Experience of leading and developing (multi-skilled) people
- Strong PC skills and experience of packages such as SAP (Standard Analyses: Purchasing Information System)
- Knowledge of lean manufacturing techniques and recognised QC tools
- Knowledge of Health & Safety legislation including ISO14001 and responsibilities
- Knowledge of Quality standard TS16949
- Understanding of design and production costs to include waste, downtime, scrap and re-work

Example roles this job description may cover:

- Tool Making Technician