

APPRENTICE TOOLMAKER JOB DESCRIPTION

SUPERVISOR: Tooling Manager

FUNCTION:

The Apprentice is an entry level position that meets the requirements for the State of Michigan Toolmaker Apprenticeship program. The Apprentice has the opportunity to develop skills through hands on training and education as part of the Apprenticeship Program. They will achieve optimal levels of safety, quality, productivity, and delivery while assuring internal and external customer satisfaction on both new and existing tools and equipment.

- ◆ Assist/Support Toolmakers with tool builds.
- ◆ Fabricate tooling and/or components.
- ◆ Perform precise inspection of tooling and/or components.
- ◆ CNC cutter-path programming.

RANGE OF RESPONSIBILITIES:

Responsibilities include but are not limited to the following:

- ◆ Build tooling and/or components to specified requirements.
- ◆ Set-up and operate CNC mills, manual mills, lathes and EDM to fabricate tooling and/or components.
- ◆ Develop and modify CNC programs as needed.
- ◆ Perform preventative maintenance on mills and other machine shop tooling and equipment as assigned.
- ◆ Inspect tooling and/or components using calibrated measuring equipment.
- ◆ Notify the Calibration Technician of measuring equipment requiring calibration.
- ◆ Work with the Mold Designer and/or the Toolroom Manager to resolve issues regarding mold design and development.
- ◆ Complete required paperwork for mold design and development activities as assigned
- ◆ Ability to commit to and participate in Apprenticeship Training Program at a local educational institution. Ability to attend schooling online or in person to satisfy the needs of the apprenticeship and meet or exceed the minimum requirements for grades.
- ◆ Ability to learn and retain through hands on training given by trainers and mentors.
- ◆ Ability to consistently demonstrate proficiency in applying learned skills.
- ◆ Continue to grow job specific knowledge and use tools to identify and assist with continuous improvement.
- ◆ Must perform to the specified work of production, safety, quality, and productivity standards for the assigned jobs.

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- ◆ Keep all necessary records and complete all necessary forms to comply with the apprenticeship program for the State of Michigan.
- ◆ Comply with all appropriate policies and procedures
- ◆ Understand and observe all safety guidelines and assure quality and safety by complying with all appropriate policies and procedures.
- ◆ Able to work with minimal supervision, be a self-starter and be detail oriented.
- ◆ Other duties as assigned.

QUALIFICATIONS: Ability to read, write, speak, and comprehend the English language.

- ◆ Ability to add, subtract, multiply, divide, and calculate percentages.
- ◆ Ability to operate a keyboard and perform basic computer functions.
- ◆ Experience with Microsoft Office Products, CAD and SolidWorks is a plus.

TRAINING:

- ◆ All training courses as identified on the Training Matrix must be completed 90 days after hire.
- ◆ Any other training identified by the Tooling Manager

LEVEL OF RESPONSIBILITY:

- ◆ All responsibilities outlined in the Range of Responsibilities and any other assigned Responsibility identified by the Tooling Manager

REVISION HISTORY

Rev	Rev. Date	Change Description
A	17-Dec-2021	Initial Release