

Cooper Products Inc.

JOB DESCRIPTION

Job Title: Mold and Die Maker (Manager in training)

Department: Tool Room

Reports to: Tool Room Manager

Status: Full-time

Fair Labor Standards Act (FLSA) Classification: Hourly

Position Summary:

Tool Maker or Class A Machinist position requires ability to set up and operate CNC lathes and mill to produce molds, dies, and frames to engineering specifications. Also performs the below essential duties and responsibilities.

Essential/Primary Duties & Responsibilities:

- Following all health and safety requirements, safety policy and company policy. Report any observed violation to the superior or hazardous situation to the Safety Committee
- Fabricate, debug and repair stamping dies, machines, jigs and fixtures to improve the efficiency, quality, safety, and/or profitability of new and existing equipment and/or processes.
- Manufactures molds, frames, and dies as directed by Tool Room Manager
- Performs tooling fabrication activities to ensure products and systems conform to engineering design and customer specifications.
- Implements manufacturing design changes, specifications and drawing releases.
- Requires machining to tight tolerances.
- CNC milling and lathe set-up and operation experience.
- Debugs new product process (es) prior to release to production.
- Must be able to work closely with all groups including but not limited to: Engineering, Quality, Operations,
- Maintenance/Machine Shop and Technical. Must be able to effectively communicate with all groups to coordinate projects/ tasks.
- Perform other related duties as assigned

Knowledge, Skills and Abilities:

- Thoughtful, fair, and even-handed temperament
- Team oriented
- 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.
- Proficiency and demonstrable skill in all types of high precision machining used for the fabrication and repair of stamping dies, molds and other tools and equipment. This includes CNC machine tools.

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- Knowledge and ability to interpret drawings and use measuring equipment.
- Willingness to learn new machinery
- Self-motivated and able to work independently.
- Ability to communicate well with other departments and those at all levels within the company
- Must possess the ability to complete geometric and algebraic formulas.
- Must have a good command of the English language and be able to effectively communicate both verbally and in writing.

DESIRED SKILLS

- Machine Programming
- Auto Cad Software/Solid Modeling Software
- Microsoft Excel
- Microsoft Outlook
- Microsoft Word
- Purchase Requisition

Education and Experience Requirements:

- High School or equivalent
- Previous experience working in a factory is beneficial
- Experience operating Manufacturing Machinery
- Minimum AS in Engineering curriculum or equivalent. Rubber processing and die experience may be used in lieu of college diploma.

Physical Demands:

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| <ul style="list-style-type: none"> • NA (Not Applicable) • Seldom (1-10% of the time) • Occasional (10-30% of the time) | <ul style="list-style-type: none"> • Frequent (30-70% of the time) • Constant (over 70% of the time) |
|--|--|

Activity	Frequency	Activity	Frequency
Sitting	Seldom	Climbing ladders	Seldom
Standing	Constant	Working at heights/balancing	Seldom
Walking	Constant	Bending/twisting at waist	Frequent
Driving/Forklift	NA	Kneeling/Squatting/Crouching	Occasional
Lifting <25#	Frequent	Crawling	Seldom
Lifting 25-50#	Frequent	Reaching above shoulder	Occasional
Lifting >50#	Occasional	Repetitive hand/arm movement	Frequent
Carrying <25#	Frequent	Handling/Grasping	Frequent
Carrying 25-50#	Frequent	Fine finger manipulation	Frequent

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Carrying >50#	Occasional	Seeing	Constant
Pushing/Pulling	Frequent	Hearing	Constant
Climbing stairs	Seldom	Talking	Constant

The above statements are intended to describe the general nature and level of work performed. This job description does not represent an exhaustive list of all responsibilities, duties, and skills assigned to this position. This position description is not intended as and does not create a contract of employment between the company and any individual employee. The company reserves the right to change this position description at any time within its sole discretion.

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ACKNOWLEDGEMENT

I have received, reviewed, and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the duties and responsibilities herein, under any and all conditions as described.

Employee's Name _____

Date _____

Employee's Signature _____

This Job description is effective 9/10/2024.