



JOB DESCRIPTION

Job Title:	TOOLING TECHNICIAN	Job Code:	
Department:	ENG- Tooling & Facilities	Job Type:	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary
Reports to (Title):	Engineering Supervisor/Tooling & Facilities Manager	Employee Type:	<input type="checkbox"/> Exempt (Salary) <input checked="" type="checkbox"/> Non-Exempt (hourly)
Location:	KSM-FL, KSM-IL, KSM-MX	Direct Reports:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SUMMARY OF POSITION

Interfacing with departments across the organization this position has administration responsibility for our tool room. Coordinates tooling availability to meet the manufacturing schedule. Perform preventative maintenance as outlined by company procedure. Oversees facilities, equipment and machinery to perform repairs and preventative maintenance. Submits requests for materials, equipment, supplies and services of a specialized or complex nature in accordance with prescribed regulations and procedures. Reviews requests, assist with investigating and developing local sources of supplies. This position requires the use of initiative and independent judgment, paired with a strong business and work ethic.

RESPONSIBILITIES

- Completes minor repairs and cleaning of tools and equipment as required; perform minor machining operations when necessary.
- Monitor the supply of spare parts, tools, etc. Report all cases of possible tool abuse and unusual problems to management.
- Daily administration of the tooling & maintenance MRO system in CETEC.
- Setup and maintain a tool life cycle process to ensure tooling is being maintained to an acceptable level and in compliance with standards.
- Monitor tool timelines for engineering changes, repairs and new tool builds.
- Setup and maintain inventory systems for perishable and consumable components for the tool room, maintenance and production teams.
- Schedule timely processing of any tooling changeovers, preventative maintenance, and equipment evaluations.
- May include customer service duties such as answering questions related to expediting, delivery dates, receiving orders, verifying order pricing, and status updates on orders in process.
- Maintaining tool room metrics to track overall tooling performance on a monthly basis.
- Assist departments with tool/equipment requisitions and orders, and solves problems with orders.
- Maintains information on suppliers to procure requisitioned commodities, price, quantity, quality, delivery date and order status.
- May need to confirm existing inventory availability and issue/decline new requests to fill the requirements.
- Communicate and provide post-order support for activities including but not limited to PO expediting, order tracking and issue resolution.
- Work with suppliers to provide quotes and estimated ship dates when needed.
- Coordinates and performs facilities maintenance activities.

QUALIFICATIONS

- High School degree required; Associate degree in relevant field preferred.
- 3+ years in a tooling or supply chain environment.
- Previous experience in a high-volume transactional environment and/or customer-facing role is ideal.
- Excellent written and verbal communication skills. Bilingual in English/Spanish preferred.
- Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.
- Strong numbers and math skills, including common fractions, and decimals to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to handle multiple tasks simultaneously in a fast-paced, deadline-driven environment
- Ability to use customized IT applications is desired. Skilled in full MS Office Suite helpful.
- Strong business communication skills and professional demeanor is a must.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

Physical Activities	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit			X	
Use hands to handle or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			
Weight & Force Demands	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		

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Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			
Work Environment	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme hot (non-weather)	X			
Risk of Electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands	Required
No Special Vision Requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color Vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	
Noise Level	Required
Very quiet	
Quiet	
Moderate	X
Loud	
Very loud	

The intent of this job description is to provide a representation and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a



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declaration of the total of the specific responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

Employee Signature

Date