

# **Job Description**

**Position Title:** Molding Set-up Technician

**Reports To:** Lead Mold Technician

## **Job Summary:**

Ensure that all molds, mold components, and associated equipment are cleaned and are in safe, efficient operating condition. Perform “setup” and “change-over” duties.

## **Responsibilities:**

### **A. Mold Maintenance**

1. Keep molds clean and store them away properly when not in use.
2. Maintain a cleaning schedule for each mold.
3. Lubricate pins, locking rings, cores and guides.
4. Maintain up-to-date mold logs and make special comments when warranted.

### **B. Mold Breakdowns**

1. Repair minor problems with molds (i.e. broken pins, nicks, scratches, leaks etc.).
2. Remove flash and PVC from molds, cores and mold components.
3. Remove broken bolts

### **C. Mold Set-Up**

1. Set-up molds and all components for the weeks mold changes.
2. Clean and put away molds and mold components.
3. Organize the Maintenance area.
4. Note any special problems during molds set-up.
5. Keep tools organized and picked up and put away when done.

### **D. Mold and mold component checks to be made regularly.**

1. Ejectors and ejector guide lubricated.
2. Chips, scratches and component wear on molds and molding surface.
3. Bolt are tight on molds and mold components.
4. Cam followers are tight on mold componants.

### **E. Keep a list of parts & equipment to be ordered.**

1. Micro switches, wire, filters, thermal couples, etc.
2. Fuses.
3. Computer cards.

### **G. Follow all safety rules i.e. Lockout/Tag-out, Gantry, Forklift.**

### **H. Other duties as assigned by Management.**

## **Essential function**

1. Standing for long periods of time.
2. Lifting up to 50lbs, occasionally more.
3. Bending and stooping.
4. Operating machinery.
5. Able to understand operating procedures and warning signs.
6. Must be able to read a tape measure.
7. Must be able to use hand tools.
8. Must be able to use electric and air tools.