

Mold Set-Up Technician Job Description

Position: Mold Set-up Technician

Department: Knapp Manufacturing

Reports to: Molding Supervisor

FLSA Status: Hourly

Summary of Position

Under the direction of the Molding Supervisor, the position is accountable for the set-up, repair and maintenance of injection mold machines.

Primary Duties and Responsibilities

- Working with the Process Technician, sets up and operates an injection molding machine for the purpose of shaping plastics while maintaining departmental Safety, Quality and Delivery objectives.
- Reads and interprets blueprints and diagrams to select, position and secure machinery.
- Adjusts machine settings to complete mold setup tasks accurately, according to specifications and standards in a timely fashion.
- Installs dies in and out of machine, according to work order specifications, using clamps, bolts and hand tools.
- Understand and is able to mix resin material and coloring pigments or recycled material according to formula.
- Complete all necessary paperwork (i.e. cycle time sheets, set-up sheets, etc.) as directed in a timely and precise manner.
- Operate automated assembly machines in parallel with molding cycle as needed.
- Assist in maintaining the flow of work through production departments as needed.
- Maintain departmental housekeeping standards.
- Perform job functions in a safe manner, know and follow established job specific and facility wide safety and health procedures.
- Actively participate in site safety initiatives, including the wearing of all Personal Protective Equipment (PPE).
- Bring safety and health concerns, unsafe acts and safety suggestions to management's attention or correct those you're able to.

Minimum Education & Experience Requirements

- Candidate must have a minimum of 1 year of experience in a molding setup environment
- Injection Mold Setup apprenticeship completed (preferred)
- Candidate must have a good attendance record
- High school diploma (or equivalent) or sufficient manufacturing work related experience

- Must be able to read, write, speak and communicate efficiently with a wide variety of people and personalities
- Ability to manually lift up to 50 lbs and manually push/pull full skids and carts of material
- Ability to stand or sit for extended periods of time
- Ability to reach, bend, and stretch with minimal assistance
- Basic computer skills to function in an ERP system

Required Values

- Considers multiple factors (Safety, Quality, Delivery, Cost & Inventory) when making recommendations/decisions.
- Demonstrates high levels of positive energy and enthusiasm and a willingness to take on new challenges, responsibilities and assignments - strives to go beyond what is expected.
- Projects a professional image in appearance, communication, and behavior even during times of stress, instills trust and is open, honest and approachable.
- Seeks and takes advantage of opportunities to learn from others and share own knowledge so others may benefit.
- Involves and informs others as appropriate in identifying issues, problems, opportunities and developing solutions.
- Acts and communicates in an ethical and truthful manner, leading by example and earning the respect and trust of co-workers, customers, and other stakeholders.
- Effective problem solving and critical thinking skills.