

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

- In coordination with the Process Technician, set up and operate injection molding machines and associated auxiliary equipment to meet departmental Safety, Quality, and Delivery objectives.
- Read and interpret blueprints, diagrams, and work orders to select, position, install, and secure molds and equipment; adjust machine settings to complete mold setups accurately and efficiently in accordance with specifications and standards.
- Install and remove molds using appropriate hand tools, clamps, bolts, hoists, lift carts, and manual and electric hoists.
- Prepare and mix resin materials, colorants, and regrind according to established formulas and processing requirements. Clean out and set up material handling equipment.
- Operate injection molding and automated assembly equipment in parallel with the molding cycle as required to support production flow.
- Complete all required documentation, including setup, daily checklists, and production logs, in a timely and accurate manner.
- Support production flow across departments as needed and maintain departmental housekeeping standards.
- Complete basic machine maintenance and repairs
- Perform all job functions safely, comply with site safety policies and PPE requirements, actively participate in safety initiatives, and report or correct unsafe conditions.
- Assist with repairs of equipment as needed.
- Perform other duties as assigned based on department and business needs.

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
- Must be available to work alternative shifts (1st, 2nd, or 3rd) as needed

- 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.