

## JOB DESCRIPTION

### TOOL MAINTENANCE TECHNICIAN AND REPAIR

**Summary:** Repair and maintain tooling in production ready condition.

**Essential Duties and Responsibilities include the following:**

1. Maintain and update all tools used in production.
2. Troubleshoot problems with incoming tools and make necessary repairs to meet or exceed production standards. Disassemble and evaluate tools for repair to ensure parts are replaced only as needed, yet all necessary replacements are identified. Use hand tools, Document repairs, reassemble and test tools prior to returning to service.
3. Develop a preventative maintenance schedule for all tooling.
4. Carry out preventive maintenance as scheduled.
5. Lead the maintenance, repair and modification of molds and trim tools of various sizes and styles.
6. Responsible for the correct disassembly and assembly of molds in a safe, efficient, and timely manner.
7. Work with Tool Prep to ensure tooling is assembled and ready for production.
8. Repair and/or fabricate plugs, cavities, and various another component.
9. Hand work repairs to part details, cylinders, mold beds and orings etc
10. Support production and maintenance with troubleshooting.
11. Maintain mold and trim spare parts lists.
12. Use of forklift and gantry cranes for safe movement and storage of tooling.

**Work Relationship:**

Reports to: Tooling Manager

Supervises: None.

Cooperates with teams: Setup tool shop.

**Qualifications:**

- High school diploma.
- Strong mechanical and hand-eye coordination.
- Work in fast paced environment doing multiple tasks and repetitive work.
- Able to drive and work various mechanical equipment (forklift, crane, hand tools, saws, drills. Etc.)
- Manufacturing or industrial experience preferred.



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**Physical Requirements:**

<p><b>WORK ENVIRONMENT</b></p> <p>ARE EMPLOYEES EXPOSED <input checked="" type="checkbox"/> Y HAZARDOUS MATERIALS? <input type="checkbox"/> N</p> <p><input checked="" type="checkbox"/> COMPRESSED GAS (PROPANE)  <input type="checkbox"/> CORROSIVES (BLEACH, ACID)  <input type="checkbox"/> FLAMMABLES (GASOLINE)  <input type="checkbox"/> IRRITANTS (ZINC CHLORIDE)  <input type="checkbox"/> FUMES:  <input type="checkbox"/> OTHER:</p>	<p><b>WORKING CONDITIONS</b></p> <p><input type="checkbox"/> INSIDE WORK  <input type="checkbox"/> OUTSIDE WORK  <input type="checkbox"/> OUTSIDE COVERED  <input type="checkbox"/> EXCESSIVE COLD  <input type="checkbox"/> EXCESSIVE HEAT  <input type="checkbox"/> EXCESSIVE NOISE  <input type="checkbox"/> EXCESSIVE VIBRATION  <input type="checkbox"/> EXCESSIVE WIND</p> <p><input type="checkbox"/> DUST  <input type="checkbox"/> HIGH SPEED EQUIP.  <input type="checkbox"/> ANIMALS  <input type="checkbox"/> ROUGH TERRAIN  <input type="checkbox"/> SMOKE/FUMES  <input type="checkbox"/> WET SURFACES  <input type="checkbox"/> TRAFFIC  <input type="checkbox"/> OTHER CONDITIONS</p> <p><input type="checkbox"/> CROWDS/PUBLIC  <input type="checkbox"/> CONFINED SPACE  <input type="checkbox"/> STAIRS/LADDERS  <input type="checkbox"/> TRENCHES TO:  <input checked="" type="checkbox"/> DRIVING  <input type="checkbox"/> OPERATE EQUIPMENT  <input type="checkbox"/> HEIGHTS TO: _____ ft.</p>	
<p><b>PERSONAL PROTECTIVE EQUIPMENT REQUIRED FOR THIS POSITION</b></p>		
<p><input checked="" type="checkbox"/> HARD HAT*      <input checked="" type="checkbox"/> BEARD NET IF APPLICABLE*  <input checked="" type="checkbox"/> HEARING PROTECTION*      <input type="checkbox"/> RESPIRATOR/DUST MASK  <input checked="" type="checkbox"/> EYE PROTECTION*      <input type="checkbox"/> APRONS/CHAPS/LEATHERS  <input checked="" type="checkbox"/> HAIR NET*      <input type="checkbox"/> COVERALLS/TYVEK SUIT</p>	<p><input type="checkbox"/> HIGH VISIBILITY VEST/COAT  <input type="checkbox"/> SCBA (SELF CONTAINED)  <input type="checkbox"/> BARRIER CREAMS  <input type="checkbox"/> FALL PROTECTION</p>	
<p><input type="checkbox"/> WARM CLOTHING  <input type="checkbox"/> ARM SLEEVES  <input type="checkbox"/> SAFETY COAT  <input type="checkbox"/> RAIN GEAR</p>		
<p>GLOVES _____ TYPE      SHOES/BOOTS* <input checked="" type="checkbox"/> Steel toe shoes      OTHER _____</p> <p>* REQUIRED WHEN IN PRODUCTION &amp; STORAGE AREAS</p>		
<p><b>PHYSICAL REQUIREMENTS FOR THIS POSITION</b></p>		
<p><b>LIFTING</b></p> <p>OCCASIONAL WEIGHT      <u>20-40</u>      lbs  CONSISTENT WEIGHT      <u>0-20</u>      lbs  % SHIFT LIFTING      _____ %</p> <p><b>PUSH/PULL</b></p> <p>OCCASIONAL WEIGHT      <u>20-40</u>      lbs  CONSISTENT WEIGHT      <u>0-20</u>      lbs  % SHIFT PUSH/PULL      _____ %</p> <p><b>WRIST REPETITION</b></p> <p>OCCASIONAL WEIGHT      _____ lbs  CONSISTENT WEIGHT      _____ lbs  % SHIFT WRIST REPETITION      _____ %</p>	<p><b>WEIGHT LIFTED FROM</b></p> <p><input checked="" type="checkbox"/> FLOOR  <input checked="" type="checkbox"/> WAIST  <input type="checkbox"/> OVERHEAD</p> <p><b>WEIGHT LIFTED TO</b></p> <p><input checked="" type="checkbox"/> FLOOR  <input checked="" type="checkbox"/> WAIST  <input type="checkbox"/> OVERHEAD</p> <p><b>DISTANCE MOVED</b> _____</p> <p>LENGTH OF SHIFT      <u>8</u>      HRS  % STANDING      <u>4</u>      HRS  % SITTING      _____ HRS  % WALKING      <u>4</u>      HRS</p>	<p><input checked="" type="checkbox"/> KNEELING  <input checked="" type="checkbox"/> SQUATTING  <input type="checkbox"/> CRAWLING  <input checked="" type="checkbox"/> REACHING  <input checked="" type="checkbox"/> BENDING  <input checked="" type="checkbox"/> TWISTING  <input checked="" type="checkbox"/> REPETITIVE/HANDS  <input checked="" type="checkbox"/> REPETITIVE/WRISTS  <input checked="" type="checkbox"/> REPETITIVE/ARMS  <input type="checkbox"/> REPETITIVE/LEGS  <input checked="" type="checkbox"/> LIFTING  <input type="checkbox"/> CLIMBING/STEPPING</p> <p><input type="checkbox"/> SEDENTARY  <input type="checkbox"/> DELIBERATE  <input type="checkbox"/> STEADY  <b>FAST</b>  <input type="checkbox"/> SPORADIC  <input type="checkbox"/> CONTINUOUS</p> <p style="text-align: center;"><b>COMMENTS</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>



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**Product Safety:**

It is the intent, objective, and philosophy of Pinnpack Capital Holdings, LLC to produce safe, legal, and quality products. Pinnpack makes every effort to ensure product conformity at each manufacturing step while maintaining a safe production environment and a workforce superior for the thermoforming of food contact packaging products.

To ensure product safety, this position will:

- Adhere to Pinnpack’s GMP requirements.
- Advise employees to Pinnpack GMP requirements and counsel them to comply with Pinnpack’s product safety requirements and position specific product safety standards.

**This job may require:**

YES – Driving cars, trucks, forklift, or other equipment.

**Employee Acknowledgement**

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date