

JG Plastics Group, LLC

JOB DESCRIPTION

Position: MOLD MAKER	Date: 12/31/2024
Reports to: Tool Room Manager	Approved by: Matt Bristow
Responsibility and Authority: To build, repair, or perform maintenance on precision mold tools/fixtures/equipment, as well as create and close tooling work orders.	
Duties Include: <ul style="list-style-type: none">• Construct new precision injection molds and fixtures for commercial, aerospace, and medical industries.• Maintain, repair and modify existing tooling and fixtures efficiently.• Assemble and disassemble molds for production, repair, and maintenance purposes.• Commonly work with tolerances +/-0.0005", and down to +/-0.0001"• Operate all typical tool room equipment including: EDM, CNC, Bridgeport mills, lathes, grinders and associated measuring devices.• Perform bench work operations including matching, polishing, stoning, and assembly.• Perform set-ups and adjustments on all moldmaking machinery/equipment.• Perform preventive maintenance and cleaning on molds/fixtures/equipment.• Make new tools/fixtures from raw materials.• Work with little supervision and independently.• Determine and optimize sequence of machine operations during all mold making activities.• Work with Tool Room Manager to ensure high quality new mold construction delivered on-time• Assist in the manufacture and maintenance of injection molds.• Assist the Tool Room Manager in the preparation of tool quotes.• Investigate molding problems and offer suggestions on how to improve mold designs• Work with Q.C. and production to troubleshoot and maintain quality of molded product.• Coordinate work assignments and equipment usage with other mold makers.• Coordinate and communicate material requirements with Tool Room Manager.• All other duties as assigned.• Lift and move heavy items in excess of 25lbs multiple times per day.• Must observe and adhere to ISO 9001 / AS9100 / ISO 13485 Quality System Procedures.• Must adhere to GMP, JG Plastics Safety Practices, and ITAR.	
Minimum Qualifications and Experience Requirements: Minimum of 10 year's experience in die/mold tool making. CNC knowledge required. Must be able to read, design, and analyze technical drawings and CAD files. Must be competent in the operations of all common mold making machinery, equipment and measuring devices. Must be able to read, write, and speak fluent English. SolidWorks experience is preferred.	

JOB DESCRIPTION ACKNOWLEDGEMENT

I have received full instruction on the scope and nature of this job description and fully understand my position responsibilities and accept this responsibility and full authority as prescribed.

Employee Acknowledgement:

Employee Name

Employee Signature

Date