

**Job Title:** Tool Maker Apprentice

**FLSA TYPE:** Hourly

**Reports To:** Tool Room-Automation-Fabrication Manager

**Department:** Engineering

**Summary:** Responsible for learning skill trade of Tool & Die Making/Prototype production by engaging in direct, supervised on-the-job (OJT) training and practice with the Journeyman Tool & Die Maker while also attending required classes for the education required to become a Journeyman Tool & Die Maker. The OJT components include set up, operation, and maintenance, of all tool room equipment. The ideal candidate is someone with at least 2-3 years tool room experience.

**Essential Duties and Responsibilities** include, but are not limited to the following:

- Required to complete all schooling and to collect tool room hours to make regular (every semester/term) progress to achieve the certificate to be a Journeyman tool and die maker.
- Be aware of safety requirements and operation of tool room equipment
- Accept and be able to deal calmly and effectively with constructive criticism.
- Learn and complete set up tool room equipment (including measuring devices) and machines to do a variety of work
- Build tooling, gauges, and fixtures
- Set up and run prototype parts
- Responsible for the quality of the product produced
- Maintain inventory control of tooling as required and perishable supplies to the tool crib for production and maintenance
- Blue Print Reading
- Assist in trouble shooting as needed and aid in the repair of equipment and machinery
- Safety accountability as responsible for following all safety practices and procedures.
- Complete all computer activities (e.g. Auto CAD and CAM, Calipso, Email, Plex, Time off tracking; and ADP HR system as required)
- As needed, support overall Quality goals per the Paragon Quality Policy
- Responsible for the quality of the product produced
- Train others with the ability and willingness to participate
- Assist with “special projects” or other objective assignments as directed by the Manager.
- Regular access to reliable transportation; a valid driver’s license

### **Competency and Qualifications:**

The requirements listed below are representative of the knowledge, skill, and/or ability required. To perform the job successfully, an individual should demonstrate the following competencies:

- Ability to get along with others, speak clearly and thoroughly while working with co-workers. Excellent attendance is required to perform this job. Ability to listen and follow verbal instructions as well as reading and following written instruction. Must be able to pass a written skills assessment.
- Be willing and able to purchase personal tools to complete tasks as required. (Tool box, micrometers, calipers, depth mics, square 1 2 3 blocks, various hand tools etc.)
- Requires mechanical ability and ability to learn advanced machining
- Must be able to react to change and contact proper personnel for questions and resolution
- Good communication skills with fellow employees
- Attendance regular and predictable attendance as scheduled with good attendance record including working overtime as required for deadlines.
- Positive Attitude keeping a positive outlook and being respectful of others
- Ability and Willingness to participate in additional training as needed and identified by the Tool Room Supervision.

- Willing to train for additional assigned work as directed by Supervisor/Manager

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. *To assure safety requirements are met, individuals must be able to complete required drug/alcohol screening with clear results; and have the regular ability to remain awake and alert.*

**Education/Experience:**

Min. Requirements:

- GED or High School Diploma
- Primary language is English requires proficiency both verbal and written.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems in a professional manner.
- Reasoning ability must be consistent with established company policies and procedures.
- Have experience with some or all of the following tool room equipment. Mill, Lathe, Surface grinder. CNC

**Occupational Demands:** This is a tool room area-based position requiring work within the facility in tool room environment. Requires capacity to stand for extended periods of time, with occasional bending, lifting and/or twisting to complete routine tasks as needed. Work throughout the shift can include repetitive upper body, arm/hand/wrist movements to complete routine tasks. Successful incumbent will be able to accomplish the essential functions of the job meeting the occupational demands with/without reasonable accommodation. This position may require overtime.