



Diversity-Vuteq Indiana
825 S 350 E
Princeton, IN 47670
(812) 386-1401

www.diversityvuteq.com

Job Description

Position Title: Mold Maintenance Technician

Team Member:

Department: Maintenance

Grade: Hourly (Non-Exempt)

Reports To: Mold Maintenance Manager

Revision #: 1

Full/Part Time: Full Time

Date: January 30, 2024

Job Summary

This individual will support Diversity-Vuteq Indiana on-site with all aspects of mold maintenance.

Duties & Responsibilities

- Follow instructions and guidelines for proper cleaning and maintenance of molds.
- Follow daily, weekly, preventative maintenance schedules to ensure high performance of molds within injection molding machines.
- Repair molds to assist with reducing scrap rates and deformities within plastic parts.
- Assist MM Manager with inventory and supply tracking for Mold Maintenance Repair shop.
- Understands and practices safe working procedures. Use personal protective equipment with lockout/isolation procedures as required. Understands the specific environmental aspects and impact of maintenance duties and work toward reducing them.
- Makes sure that all mold maintenance work areas are properly maintained according to the specific 5S requirements.
- Manage and maintain daily job-related equipment concerns or issues.
- Troubleshoot and repair malfunctions of equipment or tooling.
- Assist in training of new Mold Maintenance TM's and Injection Technicians.
- Participate in continuous process improvement efforts to reduce scrap, cycle times, improve efficiency and eliminate waste within the production environment.
- Must be available to work on weekends, off-duty hours, and shut-downs as needed to prepare for production.
- Other duties may be required ensuring that Diversity-Vuteq meets and exceeds our customer expectations and needs.

Job Qualifications

Experience

- 1+ years' experience with Mold Maintenance preferred, not required
- Knowledge of lathe, end mill, drill press and surface grinder operation
- Knowledge of electricity, hydraulics, or pneumatics
- Welding experience (Tig/Mig), pill press

Skills and Abilities

- Ability to read, write, and communicate in English to comprehend and follow written procedures, containers labels, and safety precautions.
- Good problem solving and trouble shooting ability
- Willingness to work overtime as needed



- Some mechanical skills preferred
- Some welding skills preferred
- Must be a team player

Other

- High school diploma or GED required
- Valid driver's license

Intent & Function of Job Descriptions

Job descriptions assist organizations in ensuring that the hiring process is fairly administrated and that qualified team members are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and terminations decisions. Well-constructed job descriptions are an integral part of any effective compensation.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

The above information is correct as approved by:

Team Member Name (please print)	Date
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Team Member Signature

Manager Name (please print)	Date
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Manager Signature