



Diversity-Vuteq Indiana
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Job Description

Position Title: Mold Maintenance Trainer

Team Member:

Department: Mold Maintenance

Grade: Salary (Exempt)

Reports To: General Manager

Revision #: 1

Full/Part Time: Full Time

Date: April 16, 2024

Job Summary

This individual has a primary focus on training and development of mold maintenance technicians. The trainer will use existing training tools and continue developing further tools/exercises to promote consistent training for the mold maintenance technician group. Working closely with the technician leadership group, training will be targeted at strong understanding for deliverables connected to the existing mold maintenance technician level system.

Duties & Responsibilities

Trainer

- Work with leadership to ensure efficient and consistent development for mold maintenance technicians
- Facilitate development of training materials
- Support development of standards for training
- Support activities related to new programs and relevant training (New technology, materials, etc)
- Willing to travel periodically where required (Receiving or supporting training)
- Responsible for duties outlined below for regular mold maintenance technician duties when training activities are not required

Mold Maintenance Technician

- Follow instructions and guidelines on 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.
- 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



- Minimum 5 years experience in a Mold Maintenance Technician position
- Injection mold maintenance experience considered an asset
- Injection machine knowledge considered an asset
- Proficient welder, Tig, and micro
- Proficient mold preventative maintenance
- Overhead crane use experience
- Lathe, end mill, drill press, and surface grinder experience

Education

- High school diploma/GED

Skills and Abilities

- Ability to use dry ice blasting equipment
- Ability to fabricate
- Strong communication skills
- Ability to assess training progress and amend approach on a case-by-case basis
- Strong leadership skills, excellent verbal and written communication and organization skills
- Must be able to stand, walk, bend, and stoop up to 12 hours daily
- Must be able to work any shift temporarily as needed for training purpose when necessary

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:

_____ Date

Team Member Name (please print)

Team Member Signature

_____ Date

Manager Name (please print)



Manager Signature