
JOB DESCRIPTION

Job Title: Tool Room Grinder/Machine Technician

Location: IMT, Chilhowie, VA

Department: Moulders

FLSA Status: Non-exempt

Wage Level:

Reports to: Rick Walters

Employee:

Summary/Objective

Grinder Technician must be able to identify quality and/or productivity issues. Able to carry out all the functions of Grinder Technician personnel prepare and sharpen tooling for all machine centers. Carry out other assigned activities to support the processing of raw material, work in process (WIP), or finished goods so that they are ready for shipment to customers. Grinder Technicians will support machine centers as required, rip system, RF gluing, moulders, Progressive, prime line and other similar machine centers.

Essential Functions

- Work in compliance with all applicable safety rules and always utilizing all required PPE.
- The maintaining of the safety and cleanliness of your work area.
- Support assigned machine center so that it operates safely, produces in compliance output, and runs at a productive pace.
- Follow production schedule provided to sequence jobs to be processed in the correct order.
- Perform required tasks safely and productively and assist in the production of quality output.
- Perform required quality checks of product and document as required.
- Have proficient knowledge of all moulded and fingerjoint products.
- Set up all heads as needed in advance.
- Keep all Moulder and fingerjoint tooling sharp and ready for production use, follow all established procedures including posting the heads.
- Grind heads as required.
- Do a weekly inventory of all accessories required to run the tool room. Advise Production Manager of any items that needs to be ordered.
- Know what the moulders are currently running and what they are going to run next.
- Have stones ready for moulder runs and leave them on the head.
- Sign all tooling that you work on with your initials and date.
- Keep log of all work done, heads you grind or set up new knives, heads torn down, stones prepared, grinder wheels changed, etc.
- Keep tool room neat and organized.
- Set up and make templates.
- Keep grinders properly maintained and adjusted.
- Use ultrasonic cleaner to clean FJ using established procedures.
- Good housekeeping and organization.
- Other duties as assigned.

Travel

Little to no domestic travel is expected for this position.



Qualifications Required:

- Attention to detail and being meticulous in following correct procedures. The quality and productivity of several key machine centers relies on this tooling.
- Must be able to communicate effectively in English with management and fellow employees.
- Must be able to work shifts through completion and weekends where necessary.
- Demonstrate good teamwork skills.
- Ability to operate in a fast-paced environment.
- Have a good understanding of how the moulders and fingerjoint and insert tooling work.
- Know how to read spec books, tape measure and calipers.
- Must be able to lift 50 lb.
- Must ensure that all knives are ground evenly.
- Must have reliable transportation.
- Two years of Related work experience preferred.
- Must be able to pass pre-employment background check and drug screen.

Approval/Revision Date 09/09/2021

**Replaces job description: XXXX

Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. The employee is expected to adhere to all company policies while employed.

Employee_____ Date_____

