

# D.A. Inc.

*Our Mission: To be recognized in the plastics industry as "The Custom Injection Molder" while acquiring the trust of the customers and contributing to society.*

## Position Description

**Position Title:** Mold Technician A  
**Department:** Molding  
**Reports To:** Molding Supervisor  
**FLSA Type:** Non-Exempt

*The statements included in this Position Description reflect, in general, the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

## COMPANY CONFORMANCE STATEMENTS

In the performance of their respective tasks and duties all associates are expected to conform to the following:

- Adhere to all environmental and safety policies/procedures and immediately report any violations. Perform all work with the mindset of safety first.
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other associates, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communication and coordinating work efforts with other associates and organizations.

### 1. GENERAL FUNCTION

Support shift as needed to meet production schedule, quality, safety and organization by monitoring machine efficiency, assist with mold, color or equipment changes and take necessary action to correct potential and existing roadblocks.

### 2. JOB REQUIREMENTS

*\* Essential \**

A. Responsible for the following in assigned section:

- i. Safety
- ii. Quality
- iii. Production
- iv. Housekeeping
- v. Organization

B. Responsible to maintain existing production processes by confirming **all** conditions on active presses daily.

- i. Verified daily by audit sheet requirements.
- ii. Confirm part quality by required visual checks.
- iii. Confirm Sprue pickers/robots are working properly and not carrying parts.
- iv. Verify parts are transferring correctly to packaging station and not in machine panels.
- v. Perform daily preventative maintenance on equipment as required.

C. Responsible to ensure the start up of all molds / dies into production after tool set.

- i. Responsible to confirm setup activities and report issues to Supervisor.
- ii. Responsible to start production based on work instructions.
- iii. Responsible to complete ICIR documentation, Startup documentation as prescribed by part specific information.
- iv. Responsible for EOR operations of production jobs as indicated by work instructions.

D. Responsible for any changes made on processes within their areas.

E. Audit the workstations for proper documentation. (Report daily.)

- F. Assist in robot settings in regards to times and positions. Notifies maintenance in the event that a speed control requires adjusting.
  - G. Assist in troubleshooting part quality issues and determines root cause for defects. Improves part quality and performance by implementing countermeasures based on investigation results. Ensures that all changes are confirmed and approved by required staff prior to production.
  - H. Perform diagnostic checks of machinery as needed to ensure equipment is capable of process requirements. Notifies maintenance if repairs are needed.
  - I. Issue and completes MSS sheets, after analyzing issues to determine tooling as cause and to confirm repair after completed. This process must be adhered to as indicated in work instructions.
  - J. Assist in troubleshooting and repairing day to day molding / extruder problems such as cleaning molds / dies, replacing SSD and load cell cables, repairing machine chutes, installing mold curtains, etc.
  - K. Assist in troubleshooting machine related problems with Molding Shift Supervisor .
    - i. This includes Short shot detection systems, robot issues, or any other equipment failure that would contribute to Production hindrance or Quality concern.
  - L. Confirm condition change records on active presses daily and submit updated condition sheets as needed to maintain effective processes.
    - i. Prior to updating the condition sheet, Mold Tech is responsible to investigate cause and effect of the change to ensure part quality is maintained or improved.
    - ii. Root cause analysis must be done prior to any changes.
  - M. Assist the Supervisor in improvement projects as needed to improve production efficiency and quality.
    - i. Responsible to participate in Continuous Improvement activities.
    - ii. Responsible to participate in Corrective Action activities.
    - iii. Responsible to participate in Kaizen activities.
- \* Nonessential \**
- N. Supervisory skills might be required when supervisor is not present.
  - O. Assign Mold changes and color changes to supporting personnel and/or assist Mold Technicians B with mold setting and related activities when necessary.
    - i. Responsible to perform color changes as needed and start the machine into production following correct guidelines.
    - ii. Responsible to report setup errors to Supervisor to allow proper containment and corrective activities.
  - P. Assist Production staff as needed to maintain production during times of manpower shortages. This may include any position required within the molding department.

### 3. **QUALIFICATIONS**

- A. 5 years Injection Molding experience.
- B. 3 year Injection Molding processing experience.
- C. Must have a high level of material knowledge.
- D. SPC knowledge.
- E. RJG, SSD or advanced molding systems (preferred).
- F. High School Diploma or equivalent.
- G. Must have adequate test scores on: Math, Graphic, Thurstone, and Mechanical tests.
- H. Must be capable and certified in crane and forklift operation.
- I. Good root cause analysis skills.
- J. Able to perform mold setup functions.
- K. Must be able to perform scanning activities.
- L. Must be able to perform Mold Technician B duties.
- M. Capable to use basic measuring tools such as Calipers and Micrometers.
- N. Have basic mechanical, hydraulic and electrical knowledge.

4. **PRINCIPAL ACTIVITIES**
- A. Must be able to stand/walk greater than 7.5 hours a day.
  - B. Must be able to lift 60lbs.
  - C. Must be able to lift, bend, stoop push and pull frequently.
  - D. Must be able to wear safety shoes.
  - E. Must be able to wear hard hat, dusk mask, and ear plugs.
  - F. Must be able to wear safety glasses.

5. **TRAINING REQUIREMENTS**  
*See Mold Technician A Training Requirements*

Associate Signature\_\_\_\_\_

Date\_\_\_\_\_

Human Resources Signature\_\_\_\_\_

Date\_\_\_\_\_