



## CAST PRODUCTS, INC.

### Job Description

**Position Title:** Mold Maker

**Last Updated:** 7/16/2013

**Prepared By:** Human Resources

#### General Summary

Accountable for the construction of molds per customer specification.

#### Responsibilities

**1 Work Instructions**

Follow work instructions given by Tool Room Manager.

Examine tool/piece part drawing and determine sequence of operations necessary for construction of mold.

Construct mold to customer specification.

Operate CNC, mill, grinder, lathe, saw and EDM machine.

Notify Tool Room Manager when job has been completed.

**2 Maintenance**

Notify Tool Room Manager when mold needs to be sent out for heat treating, wire burning, jig-grinding, polishing, blanchard grinding or engraving.

Accountable for inspection of completed mold.

**3 Requisition Supplies**

Request necessary supplies such as carbon, cutters, components, etc.

Requisition supplies as needed.

**4 Documentation**

Complete New Die Checklist and sign it upon completion of mold.

Complete time tickets for operations performed and enter into the computer at the end of shift, daily.

Complete repair tags.

**5 Nonconformance**

Notify Tool Room Manager of any quality concerns.

Stop a job when a nonconformance has been detected and notify Tool Room Manager.

**6 Other**

Accountable for assigned repair work.

Cleanup work area at the end of each shift.

Wear assigned PPE.

Perform other duties as assigned by Tool Room Manager.

Follow CPI rules and regulations regarding safety, discipline, cooperation and teamwork.

Follow 5S Principals as outlined during 5S training.

All employee owned measuring equipment must be inventoried and calibrated by the Quality Department per calibration schedule.

#### Job Specifications

Mold making

Blueprint reading

Use of measuring equipment

Machine operation

Computer knowledge

#### Training Requirements

Internal training

ISO training

Safety procedures

New Employee Orientation (EMP 101)

Quality Training per Operator Training Manual (MAN 205)

**Reports To**

Mold Maker Foreman

**Supervises Directly**

N/A