

# Job Description

## Foundry Set-Up Technician

<b>Department:</b>	<b>Foundry</b>
<b>Reports To:</b>	<b>Foundry Manager</b>

### JOB SUMMARY:

This position requires our Foundry Set-up technicians to perform set-ups daily in our Foundry department. May also include casting and/or foundry room operations as well.

### ESSENTIAL DUTIES:

- Machine and Mold installations
- Effective setups including troubleshooting
- Thorough and accurate completion of job-related documentation
- Accurate and timely completion of employee training and related documentation
- Ensure that all aspects of production functions smoothly in order to meet customer requirements and expectations while meeting Company's expected daily productivity goals.
- Ensures that the production process runs smoothly, and that information is maintained, adjusted as needed, and communicated on an ongoing basis. Follows Production Schedule.
- Performs tool preventative maintenance at the direction of the Foundry Manager.
- Regularly monitor and interpret the daily schedule to anticipate all mold changes
- Responsible for setting up auxiliary equipment (ie: saws, fixtures, supplies, etc.).
- Follow set up checklist and communicate improvement recommendations
- Clean the area after machine set up is completed before releasing it to production.
- Report any out-of-spec conditions with mold or machinery immediately to Foundry Manager
- Enter tilt times from set up sheets
- Identify tools with proper tagging requirements.
- Participate in ensuring total facility and manufacturing, safety, and housekeeping regulations.
- Operate the forklift and pallet jacks safely and successfully.
- Use a variety of large hand and bench tools, including an overhead crane to set up processing equipment in a safe manner.
- Performs housekeeping functions in foundry department including tool preventative maintenance, machine cleaning and manufacturing floor cleaning in safe manner.
- Trains new and existing Set Up Techs in the performance of their duties and tasks.
- Follows work instructions, process sheets and Quality control procedures for performance.
- All other responsibilities or duties as assigned
- Ensure all documentation is completed consistently, accurately and timely on an on-going basis.

### MINIMUM QUALIFICATIONS:

- Must have a high school diploma or GED
- Must have at least 6 months previous set-up experience
- Must be able to lift up to 50 lbs. on a regular basis
- Must be fluent using a computer
- Must have reliable transportation

## **PREFERRED QUALIFICATIONS:**

- Previous foundry set-up experience
- Previous foundry experience
- Previous production inspection

## **PHYSICAL AND MENTAL DEMANDS:**

- Must be able to lift up to 50 lbs. on a regular basis
- Must be able to read gauges
- Must be able to wear eye and hearing protection
- Must be able to read and understand English language
- Must be able to use basic math skills
- Must be able to stand 10-12 hours a day
- Must be able to work in a hot environment up to 120 degrees

*The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.*

## **WORKING ENVIRONMENT:**

- Hot environment up to 120 degrees
- Loud machinery
- Air conditions include foundry dust

*The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position.*