



WHITWORTH TOOL

## Tool and Die Makers TDM:0411

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**Department:** Die  
**FLSA Status:** Non-Exempt  
**Grade/Level:** Pay based on experience  
**Work Schedule:**  
2nd, 3rd or Weekend Shift

**Job Status:** Full Time  
**Reports To:** Tool & Die Shop Supervisor  
**Amount of Travel Required:** No travel required  
**Positions Supervised:**  
None

### POSITION SUMMARY

Analyze specifications, lay out metal stock, set up and operate machine tools, and fit and assemble parts to make and repair dies, cutting tools, jigs and fixtures.

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Study blueprints, sketches, models, or specifications to plan sequences of operations for fabricating tools, dies, or assemblies.
- Verify dimensions, alignments, and clearances of finished parts for conformance to specifications, using measuring instruments such as calipers, gauge blocks, micrometers, and dial indicators.
- Visualize and compute dimensions, sizes, shapes, and tolerances of assemblies, based on specifications.
- Set up and operate conventional or computer numerically controlled machine tools such as lathes, milling machines, and grinders to cut, bore, grind, or otherwise shape parts to prescribed dimensions and finishes.
- File, grind, shim, and adjust different parts to properly fit them together.
- Fit and assemble parts to make, repair, or modify dies, jigs, gauges, and tools, using machine tools and hand tools.
- Conduct test runs with completed tools or dies to ensure that parts meet specifications; make adjustments as necessary.
- Inspect finished dies for smoothness, contour conformity, and defects.
- Smooth and polish flat and contoured surfaces of parts or tools, using scrapers, abrasive stones, files, emery cloths, or power grinders.
- Lift, position, and secure machined parts on surface plates or worktables, using hoists, vises, v-blocks, or angle plates.
- Measure, mark, and scribe metal or plastic stock to lay out machining, using instruments such as protractors, micrometers, scribes, and rulers.
- Cut, shape, and trim blanks or blocks to specified lengths or shapes, using power saws, power shears, rules, and hand tools.
- Select metals to be used from a range of metals and alloys, based on properties such as hardness and heat tolerance.
- Set up and operate drill presses to drill and tap holes in parts for assembly.

- Set pyrometer controls of heat-treating furnaces, and feed or place parts, tools, or assemblies into furnaces to harden.

## POSITION QUALIFICATIONS

### Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Autonomy - Ability to work independently with minimal supervision.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Resource Management (People & Equipment) - Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Decision Making - Ability to make critical decisions while following company procedures.
- Adaptability - Ability to adapt to change in the workplace.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.

**Education :** High School Graduate or General Education Degree (GED)

**Experience :** Minimum one year related experience

## PHYSICAL DEMANDS

### Physical Demands

Physical Demands		Lift/Carry	
Stand	C (Constantly)	10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	O (Occasionally)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	F (Frequently)	<b>Push/Pull</b>	
Climb	O (Occasionally)	12 lbs or less	F (Frequently)
Crawl	O (Occasionally)	13-25 lbs	F (Frequently)
Squat or Kneel	O (Occasionally)	26-40 lbs	F (Frequently)
Bend	F (Frequently)	41-100 lbs	O (Occasionally)

**N (Not Applicable)** Activity is not applicable to this occupation.

**O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

**F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

**C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

### Other Physical Requirements

Vision (Near, Depth Perception)

Sense of Sound (Not specific)

Sense of Touch

Ability to wear Personal Protective Equipment (PPE) (Safety Glasses, Protective Footwear, Ear Plugs, Face Shield)

## WORK ENVIRONMENT

Work performed indoors, Well-Lighted Area, Not Air-conditioned

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

**Affirmative Action Employer - Equal Opportunity Employer - M/F/Vet/Disab**