



Job Description

Position:	Toolmaker	Job Holder:	
Reports To: (Position)	Technical Director	Location:	Chichester
Prepared By:	AD	Date:	Oct 18

Overall Purpose of the Job
Manufacture of High Quality Tooling

Principal Accountabilities	
1.	Member of toolroom team supporting the manufacture of plastic extrusion tooling
2.	Working from Engineering drawings to produce unique and bespoke products for a range of industries
3.	Ensuring timely and accurate production of tools
4.	Carrying out repairs and modifications to tools and presses.
5.	Service and repair of tooling, including but not limited to machine breakdowns and assisting the maintenance department when required.
6.	Supporting the manufacturing team with tooling issues
7.	Assisting in any other tasks as requested by Directors or managers of the company

Organisation		
a) Immediate Supervisor(s):		Technical Director
c) Immediate Subordinates:		N/A

Authority Responsibility	
•	N/A

Job Knowledge and Experience	
•	Solid background of working in a toolroom as a precision toolmaker in a manufacturing environment
•	Good practical, mechanical and technical skills
•	Fully conversant with all tool room machinery and equipment (mills/lathes/surface grinder/drills)
•	Ability to read and interpret engineering drawings
•	Good bench skills
•	Must be able to programme, set and operate an Agie Challenge II wire erosion machine
•	Must be able to work independently
•	Team player with willingness to be flexible
•	Hands-on approach
•	Experience in the use of Dolphin CAD/CAM software Vector Works and Solid Edge
•	Experience in the use of Interact CNC machinery



Job Description

Health and Safety

Responsibilities of all staff

All staff are responsible for making sure they comply with the company Health and Safety policies as set out in the Health and Safety policy documents, risk assessment and any other Health and Safety information communicated to staff from time to time.

All staff must demonstrate correct health and safety behaviours and take personal ownership of and show commitment to the effective implementation of the Health and safety Policies throughout the business.

All staff must ensure they inform the Manager responsible for Health and Safety of any health and safety related concerns and risks they have identified and must actively intervene to prevent injury to others. All staff must ensure they do not act in any manner to cause a risk to themselves or any other person.

General

The company requires all staff to be flexible in their approach and may ask any member of staff to assist with any task the Managers/ Directors feel is suitable. The job description is a guide only to the typical functions of the role, actual tasks and responsibilities may differ from the job description and other duties may be assigned to the individual or duties in the job description may be assigned elsewhere.

Job Description Agreed by

Job Holder:	N/A	Date:	
Supervisor:	AD	Date:	