



Tooling Technician

Reports to: Tooling Team Leader and Tooling Manager
Date: 10/30/2014

Division: Auburn Hills
Approved: Phil Schlaack

JOB SUMMARY:

The Tooling Technician responsibility is to work in a safe manor at all times.

It is also the Tooling Technician responsibility to build tools that are safe for the customer and to exceed the customer's expectations; these tools also need to be cost effective to allow DRS to be competitive in this market.

ESSENTIAL FUNCTIONS:

The following is the guide line functions of the tooling dept. but not limited to and continues improvement can take place.

- **Good housekeeping is essential maintain a clean work area and return unused tools back to their proper place.**
- **A job folder will be given to the Tooling Tech during a tooling line-up this folder will contain all information needed to start the build. This job folder is used to document how the tool should be built. Maintain accountability during its use and place it in the cabinet at the end of each shift.**
- **Each job the Tooling Technician shall document all issues that will prolong the build process and create an ongoing list of all steps needed to complete the project.**
- **Properly label parts or models supplied to DRS for fixture builds with the name of the part or mold, date, project managers name and company name.**
- **Take digital pictures of each step of the build process.**
- **For customers that purchase Water-Jet tools that require templates for the baffles it is the responsibility of the tooling tech to properly label each template and document them on a matrix.**
- **List purchased items used to build a tool on the material build sheet supplied in the job folder.**
- **Each tool will be checked by the tooling leader referencing the check off sheet at the end of every job it is the tooling techs responsibility to fully complete the build prior to the check to minimize any rework on the tool.**
- **Complete a job ticket at the end of every shift and submit it to the tooling office.**
- **Produce all tools with cost effective means in mind and to exceed customer's expectations.**

ADDITIONAL RESPONSIBILITIES:

- **Provide support in maintenance or improvements to the facility.**

JOB REQUIREMENTS:

- Basic wood working skills.
- Basic welding skills on tig and mig. (Aluminum and Steel)
- Basic machining skills on the Bridgeport and lath.
- Basic knowledge of pneumatics.
- Basic knowledge of working with composite materials.
- Ability to read prints.
- Ability to travel with no limitation within and out of the country.
- Must have proper tools to execute all tasks.

Dropped Gauge Policy

Anytime a gauge, fixture of measuring device is dropped it must immediately be reported to the Quality Assurance Department. *DO NOT CONTINUE TO USE A DROPPED MEASURING TOOL, IT MUST BE CONSIDERED OUT OF CALIBRATION.*

Employee Acknowledgment:

I acknowledge receiving a copy of my job description also a copy of the Tooling Technician reference Guide and I have discussed my duties with my immediate supervisor. I agree with the document as written.

Signature: _____

Date: _____