



IB-TECH JOB BID DIE MAINTENANCE TECHNICIAN – Shift TBD

INTERNAL JOB POSTING #2-01-2023 **(Please Include Job # on Job Submission Form)**

POSTING DATE: Tuesday, January 3, 2023

APPLICATION PROCESS: Job Submission Form and Resume to Julie Buzzard (HR)

APPLICATION DEADLINE: Monday, January 9, 2023

Education & Experience Requirements

- High School Diploma preferred AND;
- 2 years of job-specific and related experience (manufacturing or die maintenance) OR;
- 3 years of job-specific and related experience (die maintenance)
- Must possess demonstrated physical capability; ability to work safely as a team, contribute to safety, quality, cost, delivery, and morale efforts. Troubleshooting, machining, expert in use of hand tools, and other mechanical related skills preferred.

Primary Roles & Responsibilities

- 5S activities
- Assist and support Maintenance personnel when necessary
- Assist outside contractors
- Assure preventative maintenance is maintained
- Become familiar with the Stamping operation and procedures.
- Check and sign daily paperwork
- Complete PM's in a timely manner
- Complete stamping & fixture related service requests
- Emergency repair of stamping dies and assembly fixtures
- Follow completed PM procedure
- Follow IB Tech safety policies and procedures
- Follow the Die PM schedules are posted in the Die Maintenance area
- Machine parts to print
- Maintain equipment in the area
- Make repairs as necessary
- Monitor Stamping equipment
- Organize and maintain supplies necessary to complete the Die Maintenance duties
- Secondary support of remainder of plant as necessary
- Stamping support
- Training needs are based on IB Tech's training matrix for this position, relevant to ISO 9001 and ISO 14001 systems
- Other duties as assigned

Physical Demands

- Associate must be able to occasionally lift up to 40lbs in single or multiple lifts. Associate must be able to occasionally push/pull up to 100lbs. Associate will frequently bend, twist, turn, squat kneel, overhead reach, climb stairs, and pinch grip small objects for up to 6 hours per day. Typical work environment includes sitting, typing, writing in an office setting 4 hours per day and standing in manufacturing areas 5 hours per day. Associate must have a valid driver's license. Idle time between job tasks is likely to exist. Break/Lunch periods are typical in a 9-hour day.

Grade/Classification: C1 - Technician
FLSA Status: Hourly
Department Assignment: Die Maintenance
Function: Technician
Reports to: Die Maintenance Section Manager
Supervises: None

IB-TECH reserves the right to change and/or otherwise amend the job description herein from time to time based on business needs. Rev. 11/21/16