



IB-Tech Job Description Tool & Die Technician

Primary Roles & Responsibilities

- Accumulate and analyze equipment data to check effectiveness of the Preventative Maintenance program on fixtures.
- Define and develop and refine Preventative / Predictive maintenance activities
 - Follow the Fixture PM schedules posted in the respective areas
 - Confirm that assigned area's complete PM's in a timely manner
 - Perform audits to ensure that all departments follow PM's procedures
- Interface with manufacturing and Production Engineers to maintain communication on equipment reliability and new model activities
- Assist in New Model activities when Necessary
- Complete Fixture Service Request
 - Trouble shoot problems
 - Investigate modifications and repairs that are necessary
 - Research blueprints
 - Machine parts when necessary
 - Perform modifications and repairs
 - Work with MRO to update spare parts inventory
 - Maintain weekly reporting process
- Analyze new equipment installation for maintainability
- Set up predictive maintenance programs.
- Review all equipment failures / downtime information and follow up on counter measures
- Ensure up to date spare parts lists are available
 - Organize and maintain supplies necessary to complete the Fixture Maintenance duties
- Study corrosion, fatigue and wear rates to prevent early failure
- Be involved with contractor activities to ensure reliability
- Utilize project management skills to keep activities on track
- Develop reporting process to inform upper management on Fixture Service / Maintenance and Engineering activities and progress
- **MUST BE AVAILABLE ALL SHIFTS AS NEEDED**

Note: This job description is not inclusive of all responsibilities.

Grade/Classification: Technician
Department Assignment: Maintenance
Reports to: Production Engineering Manager
Supervises: 0

IB-Tech reserves the right to change and/or otherwise amend the job description herein from time to time based on business needs.