

JOB SPECIFICATION	
Job Title:	Toolmaker (Grade 1)
Salary:	To be confirmed at interview
Department Name	Toolroom
Location:	Welshpool
Line Manager:	Toolroom Supervisor
Date Updated	7 June 2017
PERSON SPECIFICATION (summary of the prerequisites required to carry out the role)	
<ul style="list-style-type: none"> • Time served Toolmaker or skills appropriate to the role • Have ability to problem solve • Have proficiency with welding • Have experience of conventional milling, turning and grinding • Reliability and the ability to work on own initiative • Conscientious and meticulous • Possesses sound judgement 	
DEPARTMENT DESCRIPTION (summary of the main purpose and fundamental goals of the Department)	
<p>The Toolroom Department is managed by a Toolroom Supervisor. Within the Toolroom there are 6 x Toolmakers, 2 x Die Prep, 1x Trim Tool Prep, 1 x Machinist, 1 x Die Cleaner.</p> <p>The Department is responsible for the maintenance of all tooling ensuring maximum OEE is achieved.</p>	
ORGANISATIONAL RELATIONSHIPS (key reporting relationships, cross functional interfaces, "customers" and Authorities)	
Staff reporting to this position:	None
Key Internal Contacts:	All Stakeholders
Key External Contacts:	All Stakeholders
GENERAL PURPOSE OF ROLE	
To ensure that all tooling is maintained in the best possible condition and to enable efficient reaction times to any breakdown on site.	
MAIN RESPONSIBILITIES	EXPECTED OUTCOMES
1. Perform a wide variety of skilled repairs to dies to close tolerance whilst under time constraints.	
2. Inspect completed work to assure quality and fulfilment of all work requested.	
3. Document work performed in accordance with company procedures.	
4. Troubleshoot dimensional issues.	

5. Maintain high standard of organisation, safety and housekeeping within Toolroom	
6. Support other services' efforts to keep a continuous flow of high quality castings through the plant and to the customer by accurately providing and reporting the significant aspects of the visual, dimensional and process information available	
7. Ensure Health and Safety standards are in place and that appropriate training, supervision and safety checks are carried out.	All employees work within a safe and friendly environment. Observe any training needs and implement a relevant training and development plan.
8. Act as an Ambassador for CastAlum at all times.	To be proud of working for the Company and be a reputable stakeholder in the business.
10. Provide appropriate assistance to the team and Company within your competence and skill	Positive feedback from the team and other departments.