**SCHICK -- PERSONNEL REQUISITION**

All fields MUST be filled in completely.

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| --- | --- | --- | --- | --- |
| ***Supervisor:***  Grove Roys  |  | ***Dept. Name:***Mold Tool Room | ***Dept.* 360** | ***Exempt /******Non-Exempt or Hourly:*** \_X\_Hourly***Shift:* C Crew** |
| ***Job Title:* Toolmaker B** | ***HR Contact:*** Amanda Weaver |
| ***Band:*** \_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Updated Job Description  [ ]  In Planned Authorized Headcount***Labor Grade***: \_\_\_\_9\_\_\_\_\_\_ [ ]  Over Planned Authorized Headcount  |
| ***Nature of Requirement:***  [x]  Replacement [x]  Full-Time  [ ]  Post-Doc [ ]  Addition [ ]  Part-Time  [ ]  Co-op/Intern |
| ***Person to be Replaced: Carlos Afonso*** | [ ]   ***Leaving*** [ ]   ***Transferred*** | ***If P******art-Time, List Scheduled Hours:*** |
| ***Position Summary and Special Duties:*** Plan and perform a wide range of machine and bench operations connected with the construction, alteration, maintenance and repair of all types of tooling jigs, fixtures and mold tools for production machines and various gages. Perform all required machine and bench operations connected with the layout and production of parts; construction, fitting, assembly and installation of special purpose company designed machines and equipment for production and processing; as well as experimental and prototype projects.Must be able to read and comprehend blueprints and technical data. Be able to move (push, pull, or otherwise manipulate) materials up to 75lbs. in and around steel racks and machine tools prior to machining and to stock materials in their proper locations. Operate tow motor when required. Understand mold detail tolerances and apply this knowledge to the measurement of mold details. Document all measurements on mold cavitation sheet. Perform heat and water testing of molds before and after repairs and maintenances. Climb in and around to work on molds and equipment. Climb no more than 3 feet.  |
| ***Minimum Qualifications:* High school diploma or GED. Completion of a recognized Tool & Die Apprenticeship program. A minimum of 5 years experience in the fabrication, assembly, repair and maintenance of insert molding machines a plus.****Colleagues bidding on and accepting open positions must remain in that department for a minimum of one year.****Colleagues may bid on open positions “within” that dept. at any time or higher labor grades.****If you are interested in applying for this opening please submit your bid slip by 8:30 a.m. on Monday, April 27, 2015. This posting remain current for 60 days and any persons bidding will be considered for that length of time.** |
| ***Candidate Identified:***[x]  No [ ]  Yes | ***Post Other Locations:***[x]  No [ ]  Yes | ***Relocation:***[x]  No [ ]  Yes | ***Concurrent Outside Recruiting:*** [x]  No [ ]  Yes |
| ***APPROVALS:*** | ***Supervisor*** | ***Department******Head*** | ***Division******Head*** | ***Group Div. Control*** | ***Human******Resources*** | ***Finance*** |
| Signature | Grove Roys |  |  |  |  |  |
| Date | 4/20/2015 |  |  |  |  |  |
| ***PERSONNELUSE ONLY*** | HIRED NAME DATE PAY |
|  | SOURCE SS# |