

## POSITION PROFILE

**POSITION TITLE:** Die Cutter Operator  
**DEPARTMENT:** Production

**REPORTS TO:** Production Supervisor  
**LOCATION:** Baldwinsville, NY

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### POSITION SUMMARY:

The Die Makers is responsible for performing manufacture, repair and maintenance to progressive dies to support production.

### RESPONSIBILITIES & DUTIES:

- Maintain dies and stripping shells in operating condition.
- Monitor production schedule to ensure dies are prepped and waiting by the press when needed.
- Maintain a clean and well-organized work area.
- Monitor die and stripping shell parts and consumable inventories. Notify supervisor when an order is needed.
- Follows all safety policies and procedures.
- Establishes, maintains and promotes high standards of customer service,
- Keeps equipment operating safely with proper use and in accordance with operating instructions, troubleshooting breakdowns and managing preventive maintenance and repairs.
- Performs other duties as required

### EDUCATION/EXPERIENCE/SKILLS

- High school diploma or general education degree (GED) and one to three years of related experience and/or training;
- Strong mechanical ability and problem-solving skills sufficient to perform fabrication and build activities
- Ability to read and interpret documents such as safety rules, blueprints, operating/maintenance instructions, and procedure manuals
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Communication skills to communicate and interact effectively with all levels of employees and suppliers
- Computer skills and math skills sufficient to perform department related tasks
- Ability to keep accurate records, including the completion of all required forms;
- Accurate use of different measuring devices including tape measures, and all applicable gauges.

### WORK ENVIRONMENT

The noise level in the work environment can vary from quiet to loud. Exposure to dirt and dust may occur

### PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, walk, and talk or hear. The employee is occasionally required to sit. The employee regularly works near moving mechanical parts. Specific vision abilities include close and distance vision, color and peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually loud.

### DISCLAIMER

The preceding job description/specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. The items listed are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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**EMPLOYEE ACKNOWLEDGEMENT**

I have read and fully understand the above position profile and all expectations.

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Signature

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Date