



## **POSITION OPPORTUNITY**

If you are interested in applying for the following position or would like more information, please contact Human Resources.

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**POSITION:**            **Process / Tooling Technician**

**LOCATION:**           **Ahrens St. Facility**

**HOURS:**             **Monday - Friday 7:00 am – 3:30 pm**

### **RESPONSIBILITIES:**

- Product and maintain jigs/fixtures to specifications for all new and current product.
- Perform regular calibration checks on all jigs, fixtures and measuring instruments.
- Fabricate prototype jigs/fixtures and tooling for new product or methods.
- Assists in introductory sessions with production personnel when new jigs and fixtures are introduced and provides production support through the initial production run.
- Responsible for layout, detailing and maintenance of jig and fixture drawings on CAD, where required.
- Create and maintain jig/fixture set-up procedure documentation where required.
- Assist in shop floor problem solving where it relates to jig and fixtures.
- Co-ordinate supply and pricing of raw or purchased materials to produce and maintain jigs and fixtures.
- Assist in maintaining a master listing of all jigs and fixture reference numbers.
- Assist Engineering in developing new and innovative process and tooling techniques.
- Create samples and prototype products for Engineering and Product Development.
- Create components and assemblies for customer “Specials” when required.
- Other duties as required.

### **REQUIREMENTS:**

- Graduate of 3-yr Woodworking / Manufacturing technology / Design / Engineering program (or equivalent)
- Computer skills required in MS Word, SolidWorks, AutoCAD, Outlook, and Excel. Experience in MRP environment.
- ability to read blueprints, shop drawings
- Sound knowledge of various types of woodworking production equipment
- Prior experience with wood, steel, foam, plastic, upholstery components