

# MORTON MANUFACTURING

*"Quality Aerospace Fasteners"*



## JOB DESCRIPTION

Job Title: Tool Maker	Reports to: Tool Room Supervisor
Department: Tooling	FLSA: Hourly
Approved by: Human Resources	

## Position Overview

Machinists and tool and die makers set up and operate a variety of computer-controlled and mechanically-controlled machine tools to produce precision metal parts, instruments, and tools.

## Essential Job Functions and Responsibilities

- Read blueprints, sketches, specifications, or CAD and CAM files for making tools and dies.
- Compute and verify dimensions, sizes, shapes, and tolerances of workpieces.
- Set up, operate, and disassemble conventional, manual, and computer-numeric controlled (CNC) machine tools.
- File, grind, and adjust parts so that they fit together properly.
- Test completed tools and dies to ensure that they meet specifications.
- Smooth and polish the surfaces of tools and dies.
- craft precision tools that are used to cut, shape, and form metal and other materials. They also produce jigs and fixtures—devices that hold metal while it is bored, stamped, or drilled—and gauges and other measuring devices.

## Scope

- This position reports to Tool Room/CNC Supervisor and does not have any direct report.

## Requirements / Qualifications

- Must be 18 years of age or older.
- High School Diploma/ GED.
- Employee must show aptitude for machining. A willingness to perform the physical functions required.
- Positive attitude and readily volunteers assistance and seeks training opportunities.

## Preferred Qualifications

- Completion of formal apprenticeship or equivalent training experience.

## Physical Requirements

- Employee is required to stand for long periods of time. Must be able to walk, lift and carry parts or other items weighing up to 40 pounds throughout the department. Uses arms, hands, and

# MORTON MANUFACTURING

*"Quality Aerospace Fasteners"*



fingers to operate machinery and use tools, computers and other equipment. Must have near vision to be able to read, focus and make adjustments in performing duties.

## Work Environment

- Primary work is done under machine shop conditions. Noise level is high. Employee is exposed to chemicals, moving machinery or equipment.

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.

### ADA Statement

The Company is committed to providing reasonable accommodations for persons with disabilities upon request of the individual. Individuals with disabilities requiring an accommodation should contact the Human Resources Department

### EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of the Company to afford equal employment opportunity to all individuals, regardless of race, creed, color, religion, gender, national origin, ancestry, age, marital status, veteran status, disability, medical condition (as defined by California Government Code section 12929), gender identity or sexual orientation.

The Company's commitment to equal opportunity is applied through every aspect of the employment relationship, including, but not limited to, recruitment, selection, placement, training, compensation, promotion, transfer, termination, and all other matters of employment.

# MORTON MANUFACTURING

*"Quality Aerospace Fasteners"*



The above statements describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required by employees in this position. Employees are expected to be flexible and responsive to changes in the scope of their duties. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the company. All employees are expected to be familiar with and adhere to Morton Manufacturing Personnel Policies & Procedures.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acknowledged and Received:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature