



Job responsibilities

The Tooling Technician are responsible for the

1. **Mold Maintenance & Repair**
 - Ensure all molds are kept in optimal running condition to support production efficiency.
 - Perform regular cleaning and servicing of molds before storing them in the mold storage room.
 - Conduct major servicing for molds that have reached 25,000 shots to maintain performance and longevity.
 - Perform minor adjustments and repairs to ensure produced parts meet quality standards as per the inspection plan.
 - Handle insert changes for family molds and ensure production follows Standard Flow Chart (SFC) guidelines.
 - Troubleshoot and resolve mold issues that arise during machine operation.
 - Review measurement reports before conducting repairs to ensure accuracy and precision.
 - Provide clear information to supplier for tooling improvement or repair.
2. **Job Arrangement & Coordination**
 - Lead job arrangement by prioritizing tooling repair tasks based on production schedules and urgency.
 - Work closely with engineers to analyze tooling issues, determine repair solutions, and improve mold performance.
 - Discuss mold-related issues with mold setters and process technicians to enhance mold efficiency and lifespan.
 - Review tooling drawings with designers/engineers to ensure compliance with customer product requirements.
 - Provide feedback to toolmakers if any discrepancies or abnormalities are found during mold servicing.
3. **Leadership & Training**
 - Train and mentor junior technicians on mold maintenance, repair techniques, and troubleshooting.
 - Supervise and guide team members in following safety procedures and quality standards.
 - Encourage continuous learning and improvement within the tooling team.
4. **Inventory & Spare Parts Management**
 - Order materials, standard items, and equipment required for tooling processes using the request form.
 - Coordinate with vendors/suppliers for ordering spare parts and outsourcing tool repair work.
 - Maintain an updated mold tracking record after each servicing.
5. **Safety & Compliance**
 - Ensure tool room safety precautions are followed at all times.
 - Maintain a high standard of housekeeping (5S) in the tooling department.
 - Perform any other duties as assigned by the Head of Department/Superior.

Job requirements

- Education: Preferably possess a Certificate or Diploma in Engineering.
- Experience: At least 1 year of relevant knowledge or experience.

Contact

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