



Tool Crib Coordinator Job Description

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Originator: M. Anderson

Process Owner: Human Resources

Page 1 of 1

Summary:

The Tool Crib Coordinator is responsible for the overall management, organization and procurement for the Production Department consumable tools, materials and supplies; maintenance of manufacturing equipment and tools; maintaining an efficient system for tooling, assist with tooling preparations for upcoming jobs, optimize costs for purchasing and help with calibration duties.

Primary Duties / Responsibilities: to include, but are not limited to the following:

- Support production and engineering with maintaining, providing and procuring tooling
- Ensure the tool room is a safe environment in line with health, safety, and environmental requirements
- Purchasing of consumable tools including, end mills, inserts, drills, tool holders, collets, lubricants, oils, etc.
- Manage inventory and allocation of consumable tools, equipment, fixtures, etc.
- Prepare job boxes for upcoming orders and make sure tools are ready to go for machining jobs
- Purchasing of department supplies for production departments from basic department supplies, consumable tools, equipment, fixtures, and materials as appropriate
- Research quotes for more expensive purchases needing approval
- Perform routine PM for CNC Machines
- Help coordinate outside service techs for machine maintenance and repairs as needed
- Keep tools clean, organized and maintain a coherent storage system
- Assure proper value and pricing attained for purchasing
- Manage recycling of carbide or as applicable
- Maintain records and provide reporting for purchases, costing and expenditures
- Properly maintain receipts, invoices, and documentation and keep organized for accounting
- Assist with calibration of basic measuring tools
- Help keep shop and equipment clean and organized
- Help clean and deburr parts as needed

Required Skills / Experience / Education:

- High degree of integrity and honesty
- Time management to stay ahead of department needs and schedule
- Knowledgeable about machining tools
- Ability to inspect, measure and evaluate tools for wear
- Ability to read blueprints a plus
- Ability to repair some tools if appropriate
- Must have a valid driver's license
- Ability to sharpen bits and tools a plus
- Basic Math skills
- Ability to operate a forklift, training available on-site

Work Environment / Schedule: (as applicable)

Primary industrial production environment working with product, hand tools, shop equipment and report writing daily. Frequent standing, walking, lifting, and carrying of product is required. Ability to lift 75 lbs. Normal work schedule is Monday – Friday with some expanded schedules required for peak workload periods or projects.

Drake Plastics is a drug-free workplace. All applicants who receive conditional offer of employment will be subjected to pre-employment drug testing.