

JOB TITLE: Die Cutter

DEPARTMENT: Manufacturing

LOCATION: New Bedford, Ma & Wareham, Ma

REPORTS TO: Director of Operations

FLSA Status: Non-exempt

JOB DESCRIPTION

SUMMARY: Operates machine to cut out parts of specified size and shape from materials such as Polycarbonate, polyester, adhesives by performing the following duties:

DUTIES AND RESPONSIBILITIES:

- Places single or multiple layers of material on bed of machine.
- Reviews work order and reviews blueprints prior to beginning job to ensure an awareness of the job requirements.
- Assembles materials, dies and graphic panels in preparation for beginning the die cutting process.
- Sets up dies as required by the order, and checks the registration for the strip-it, paper stock of plastic sheeting may be used to check registration.
- May transport cut part samples to the Quality Control Department to ensure proper quality of die cut parts in each new order before beginning to cut the entire production run.
- Checks with the department lead on all matters affecting the quality and registration of parts.
- Conducts continuous visual inspections during the cycle of die cutting as well as de-webbing and de-slugging parts periodically to check for clean cuts.
- Competes die history sheet and returns dies to proper area for storage.
- Returns used dies for entering into computer system for tracking number of hits and repair as necessary.
- Places cut parts in parts bin and stacks bins in staging area for eventual assembly.
- Competes entries on time sheets indicating the time spent on each production run.
- May perform duties of a Parts Cleaner including rework and stripping of components as time allows and need dictates.
- Maintains a clean & safe work area. Ensure safe and efficient use of materials and equipment.

QUALIFICATIONS:

- High School diploma or general education degree (GED)
- One to two years related experience or equivalent
- Commitment to excellence and high standards
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail; demonstrated ability to plan and organize projects
- Ability to work independently/team member of various teams and committees