



Tool Room Manager

Job Description

Job Locations US-IL-Chicago

Posted Date 3 weeks ago (9/11/2020 12:29 PM)

ID

2020-6139

of Openings

1

Category

Tooling

Company

Flex-N-Gate Chicago, LLC

Overview

Flex-N-Gate is a leading manufacturer and supplier of components for the automotive industry, recently ranked 10th of the 150 Top North American Suppliers in *Automotive News*. A growing and vital company, Flex-N-Gate provides a great opportunity for hard-working and skilled individuals.

Scope of the Position

The Tool Room Manager oversees the tooling activities within the plant including the adherence to procedures and compliance with environmental requirements associated with processes, equipment, waste generation and permits. The Tool Room Manager is responsible for efficient and effective tool design and minimal production down time attributed to tooling problems.

Responsibilities

- Ensures all Molds are properly maintained with preventative maintenance and continuous improvement.



-
- Ensures the department provides quality products to internal customers.
 - Ensures the quantity or volume of product or services will meet the needs of its internal customers.
 - Creates and maintains a tool room budget on supplies, Mold repairs.
 - Ensures daily operations of the department are carried out in a cost-effective manner.
 - Responsible for employees of the tool room department, conducting orientation with all new hires or transferred employees.
 - Monitors performance and conducts performance evaluations as required.
 - Generates corrective and preventive action plans as required.
 - Supports communication of the importance of the EMS to employees in the area of responsibility.
 - Develops work order system to document tool history.
 - Supports EMS internal audits.
 - Authorizes corrective and preventive actions in response to EMS non-conformances applicable to area of responsibility.
 - Participates in incident investigations, where appropriate
 - Assesses training needs and supports employee training, including communication of procedures and work practices to employees in area of responsibility.
 - Communicates procedures and work practices.
 - Complies with applicable environmental legal and other requirements.
 - Supports development of objectives and targets.
 - Ensures appropriate resources are available for the maintenance of the EMS in the area of responsibility.



-
- Works with design to ensure that manufacturing best practices and safety are integrated into design of all new production tools. Supports and maintains mold / die / tooling standards and specification manual.
 - Approves all preliminary and final steel layout drawings, water diagrams, and part layouts.
 - Makes recommendations for repairs on all new tooling based on sample product runs. Validates that all recommended repairs have been completed based on sample product runs.
 - Develops safe, robust processes on all new tooling that are capable of producing the highest quality possible and highest efficiency possible.
 - Facilitates problem solving for ongoing problems in regard to machinery and tooling.
 - Works with sub suppliers to assure their processes are capable and repeatable to provide the highest quality product possible.
 - Participates as staff member, ISO14001 / TS16959 lead; involved with Hoshin project setup change over time reduction.
 - Attends APQP meetings to support successful launch of new programs.
 - Maintains compliance to company policies and work rules, safety standards and good housekeeping practices.
 - Reviews and evaluates direct report(s) for performance and recommends rate changes accordingly.
 - All other duties as assigned.
 - The incumbent is responsible for the awareness, understanding, specific responsibilities and management of the Environmental Management System (EMS) as stated in EMS policy CEVPL.00005.

Qualifications

- Bachelors in manufacturing, business or related field preferred or



-
- Ten to fifteen years in similar tooling / tool room management position required.
 - Possess knowledge of pressroom equipment, general fabrication and machine rebuilding.
 - Ability to read, analyze and interpret professional / technical journals, financial reports and production reports.
 - Ability to respond effectively to the inquiries or complaints from vendors, customers or employees.
 - Strong interpersonal and communication skills (both verbal and written).
 - Ability to effectively present information to top management and employees.
 - Must have strong organizational skills, time management and prioritizing skills.

Benefits

ÉMedical, dental, prescription, vision, life and disability insurance; and a flexible spending account

É401(k) retirement savings plan with company match

ÉExtensive safety training, new hire orientation, continuous learning and development programs and tuition reimbursement

ÉPaid holidays and vacation time

Flex-N-Gate is an equal opportunity employer.
EOE/Minorities/Females/Veterans/Disabled.