

Nortech Systems, Inc.
Bemidji - Wire and Cable

Please email a cover letter, resume, and salary history to: dbonner@nortechsys.com , or fax to the attention of Darrell Bonner, HR at (218) 333-0223.

Job Title: Tool Room Technician
Department: Operations
Reports To: Tooling Engineer
FLSA Status: Non-exempt
Prepared Date: 05/27/10
Approved By:
Approved Date:

Summary: Assist the Tooling Engineer with various tasks, including fabricating pre-mold, over-mold, and production tooling as well as manufacturing any sub-level products required to support production.

Essential Duties and Responsibilities: Provides support to customers and all Nortech locations in all or some of the following areas:

- Set-up and precision metal and/or plastic machining utilizing lathes, milling machines, drill presses, surface grinders, drills welders, etc.
- Working closely with tooling engineer, production, and manufacturing engineers on the design, fabrication and modification of tools, jigs and fixtures
- Working closely with production assemblers and safety personnel to accommodate ergonomic issues
- Perform maintenance for existing manufacturing tooling

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- CNC experience preferred
- Basic computer skills/knowledge
- Strong communication skills (verbal and written)
- Creative thinking
- Ability to read and interpret engineering prints
- Technical math capabilities
- Science and technology background
- Must be team oriented

Education and/or Experience

- High school diploma or equivalent
- Minimum of 1 year of trade school in metal/plastic fabrication and machining or six months equivalent on the job experience

Language Skills

Ability to read and interpret documents such as; blueprints, operating instructions procedure manuals and safety rules. Ability to write routine reports and correspondence with high level of accuracy and professionalism. Ability to speak effectively before groups. Ability to negotiate.

Mathematical Skills

Basic math skills, such as, addition, subtraction, multiplication, division, unit of measure, and percentages/ratios to calculate pricing, discounts, specifications and units of measure

Reasoning Ability

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Computer Skills

Demonstrated proficiency with Microsoft Office SurfCAM and Solidworks experience a plus

Certifications, Licenses and Registrations**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle or feel. The employee is occasionally required to walk, stand, and reach with hands and arms, and occasionally required to lift, bend, reach, stoop, push or pull up to 35 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Comments: This job description in no way states or implies these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor or manager.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.