

	Document Number	Document Description	Revision	Rev. Date
	HR-JD-COLD HD OP	Job Description for Cold Heading Operator	C	02/15/2016



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Title: Cold Headerman

Reports to: Production Supervisor

Job Purpose: Under general supervision, sets up and operates heading machines and manages the output of multiple assets in an assigned work area.

Key Responsibilities and Accountabilities:

- Reviews job traveler and part drawings to determine set up, tooling and specifications of parts
- Sets-up and operates equipment to produce parts, ensuring that parts are to dimensions specified on the drawing.
- Troubleshoots out of specification conditions and makes process adjustments to correct.
- Meets output requirements for assigned work area.
- Meets quality and re-work targets in assigned work area, by inspecting parts during production to ensure they are produced to required dimensions and conform to all specifications.
- Maintains inventory of tooling and re-orders to ensure un-interrupted production.
- Completes all job related paperwork and production step function; accurately records downtime, scrap and yield calculations.
- Maintains and performs routine preventative maintenance on all equipment.
- Maintains an organized, clean and safe work area using 5S guidelines and safety standards.
- Complies with all environmental safe practices and regulations. Reads all MSDS' and possesses thorough knowledge of all oil and chemical labeling and storage requirements.
- Regularly submits new ideas to support continuous improvement efforts.
- Performs other related duties as assigned or requested.
- Perform tooling maintenance and modifications

Qualifications:

- Possesses an outstanding work ethic and willingness to continue learning.
- Has 10 years verifiable experience setting up and operating multi die progressive headers.
- Able to design/modify tooling to produce desired product.
- Experience with roll thread machines a plus.
- Able to operate basic shop equipment such as surface grinder, lathe, hydraulic press, etc..
- Possesses mechanical aptitude and basic cold header maintenance.
- Able to read and interpret blueprints
- Follow verbal and written instructions
- Accurately enter data into computer program: Data collection system
- Perform inspection: visual and manual using some or all of the following - comparators, calipers, micrometers, thread gauges, etc..
- Accurately calculate figures using basic shop math skills

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