



CLOVER TOOL MANUFACTURING LTD.

Job Posting

Position: Tool & Die Apprentice

Level: 1st Year Apprentices

Reports to: Toolroom Supervisor

We are a growing mid size Automotive Manufacturer located in Concord currently looking for a 1st year Apprentices.

This position entails the essential functions and responsibilities of:

POSITION LEVELS

KEY RESPONSIBILITIES

- To perform your duties respectful of your safety, safety of co-workers and all equipment and materials.
- Follow instructions/detailed drawings as delegated by Tool Maker and/or Supervisor.
- Participate on committees as appointed.
- Perform machining operations to a high degree of tolerance.
- Maintain, improve, repair or modify tools, dies and fixtures as instructed, in a professional, cost-efficient manner.
- Follow Clover Tool repair form instructions and address Quality Assurance (QA) concern tag, documenting all work compliance in a timely and legible manner.
- List further recommendations for Tool improvements on Tool Record Form.
- Record all work assignments on job time cards in a timely and legible manner, indicating length of time, part/die number and operation.
- Required to fill out perishable punch and die order request forms in order to maintain an acceptable level of stock and spare parts.
- May be required to visit customer/supplier facilities to perform usual duties, where extended hours may be necessary.
- Other duties as assigned.

WORKING CONDITIONS

- Constant machine noise
 - Die spray lubricant
 - Tool Room personnel may be required to lift up to approximately 40 pounds
 - Part of the work environment is not climate controlled.
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TYPICAL TOOLS AND EQUIPMENT USED

(The Company provides or contributes towards the equipment marked with *)

- Safety glasses or shields*
 - Work uniform*
 - Hearing protection*
 - Overhead crane
 - Shop clothes*
 - Work gloves*
 - "Typical" Toolmaker hand tools – to satisfy supervision for minimum requirements.
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PERFORMANCE MEASUREMENT

- Quality of workmanship
 - Delivery of tool is on time
 - Exhibiting cost reduction concerns
 - Good housekeeping and safety standards compliance
 - Being punctual and dependable
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QUALIFICATIONS

- Must be able to read, write legibly, speak and understand English and to document stipulated records as instructed.
- Must be registered with a recognized Tool and Die Apprenticeship school
- Progressive Die Design knowledge an asset
- Secondary School diploma
- Overhead Crane Certificate

Please send all resumes to attention: Human Resources
Fax#: 905-669-3565 or e-mail: hr@clovertoolmfg.com

