Job Title: Molding Assistant
Reports to: Proxy Production Manager
FLSA Status: Non-Exempt
Date Revised: 03/04/2019

Summary

Operate various machinery and tools, utilizing specific processes to manufacture polyurethane climbing holds and silicone molds. Assist with shop operations including mixing, pouring, machining, assembly, receiving, equipment, maintenance, and quality control.

Primary and Essential Functions

- Follow standard operating procedures (SOPs), general directions, quality-control programs and safety requirements for all production operations;
- Creates molds from start to finish including prep, boxes, backings, clean-outs, master registering, storing, hollowbacking, etc.;
- Assists in setting up molds and demolding holds in the pouring area;
- Tracks and reports on molding department supplies to ensure adequate levels for production needs;
- Tracks and reports on foam shapes;
- Tracks and documents masters;
- Sand and drill plastic parts using various power and hand tools;
- Operate composite machinery;
- Assist in the setup of pouring plastic parts for making rock climbing holds;
- Inspect, weigh, pack and ship holds in accordance with customer orders;
- Keep a clean, organized working environment and reports and may coordinate maintenance or repairs on equipment as needed;
- Additional duties may be assigned in various functions of Vertical Solutions.

Qualifications

- Strong planning and organizational skills;
- Proactive, self starter and can work independently with minimal supervision;
- Well-developed time and project management skills with the ability to manage multiple priorities while meeting deadlines;
- Minimum of 2 years of operations or manufacturing experience, certifications and/or degree may substitute for work experience;
- Ability to operate manufacturing equipment and troubleshoot;
- Ability to complete repetitive tasks while maintaining quality and production standards;
- Ability to exercise discretion and independent judgment;
• Reliable and timely;
• Ability to work and participate effectively in a team environment.

Physical Demands

• Ability to stand on your feet the majority of the day;
• Potential exposure to hazardous chemical materials;
• Noise level is typical of that found in a manufacturing environment;
• Subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system: fumes, odors, dust, mists, or poor ventilation;
• Regular and repetitive use of hands to handle, feel and operate machinery;
• Required to stand, sit and reach with arms and hands;
• Stooping, crouching, bending, kneeling, twisting, reaching, climbing, pushing and pulling;
• Must be able to occasionally lift and/or move up to 80 lbs;
• Specific vision abilities include close vision, color vision, depth perception and ability to adjust focus.

Acknowledgement

I have read and understand the duties and responsibilities of this position and accept them. The primary function of this position is clear to me and I understand its importance to the overall success of Proxy. I have read the essential functions and can perform them with ( ), or without ( ) accommodation.

________________________________________________________________________
Employee’s Signature Date

Note: Nothing in this job description restricts management’s right to assign or reassign duties or responsibilities to this job at any time.

Vertical Solutions is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.