



Job Posting / Job Description

Bench Hand & Tool Maker	
Location: BBG North America LP – Oxford, MI	Position Type: Regular Full-Time
Department: Production	Shift: 1st Shift (7 am to 3:30 pm M-F + OT as req'd)
Reporting To: General Manager or Designee	Exemption Status: Non-Exempt / Hourly

BBG is one of the world’s leading developers and producers of molds and end to end manufacturing systems for polyurethane processing industries. BBG is a German based corporation that established the subsidiary BBG North America LP in Oxford, Michigan in 2014. The facility houses Sales, technical Customer Service, as well as Production that is manufacturing, repairing and modifying prototype and serial production tools for various polyurethane processing industries and installation and servicing of BBG’s machinery equipment. Especially with its in house trial shop, BBG North America is technology developer for Tier-1 automotive suppliers that are highly specialized in the encapsulation of automotive glass.

General Requirements (Tool and Die Maker)

The responsibilities of the Tool and Die Maker is manufacturing of tools, dies, and specialized parts and devices together with the production team of BBG. The Tool and Die Maker needs to read and understand specifications from blueprints, drawings, layouts or other plans, in order to manufacture detail parts on manual operated manufacturing machines (e.g. Bridgeport, lathe, MIG-Welder, grinder, etc.). Additionally, the Tool and Die Maker is responsible for benching and spotting of inserts as well as complete tools after completion of the CNC-Machining process. Finally, the Tool and Die Maker is tasked with the mechanical as well as partial electrical assembly of prototype and serial production tools. While uncommon, on-site services at customer facilities following the delivery of tools, can be part of the responsibilities as well.

Essential Duties, Tasks & Responsibilities

- Reads and understands blueprints, and drawings to fabricate small detail parts, up to complete tools, dies or other assemblies.
- Benches, spots, files, grinds, shims, and adjusts different inserts, sliders, and complete tool halves as they come from the CNC-Machining process.
- Mechanically assembles prototype and serial production tools.
- Understands and is capable of the metric system.
- Lifts, Rigs, Handles complete and partial tool assemblies with an overhead crane.
- Maintains regular and timely attendance within the parameters of BBG North America LP’s guidelines.
- Maintains a safe and healthy work environment by following standards and procedures; complies with legal and ethical requirements.

Basic Job Requirements

- Prior experience as a Tool and Die Maker required.
- High school diploma or equivalent, or some specialized tech training required.
- Shop employees may provide own tools. Submission of Employee-Owned Personal Tools Inventory is required. While BBG will replace/repair wear and tear of tools, employee-owned tools are not insured under BBG’s personal property Insurance policy.
- Must be able to work in the U.S. for any employer.
- Adheres to BBG’s Environmental, Health and Safety Policy by wearing required Personal Protective Equipment such as safety glasses, specialized shoes, gloves, hard hat, fall prevention gear, etc.
- Actively helps to ensure a safe workplace environment, identifies potential hazards to improve the environment. Stops behavior not in compliance with BBG’s Policy, and strict adherence to the procedures required under the Policy.
- Performs other reasonably-related tasks required to meet goals.

Physical Requirements

- Regularly lifts, positions, and secures machine or tool parts on surface plates or worktables using hoists, vises, v-blocks, angle plates, etc.
- Requires frequent and repetitive stooping, standing, walking, kneeling, scooping and circular hand and arm motions, and the use of up to 75 pounds of force to move and/or lift objects.
- Access to powered material handling equipment may be limited, so physical agility, strength is required.
- Wearing provided fall prevention gear, may need to climb ladders or scaffolding and work in overhead areas on occasion.
- Must be able to remain on his or her feet in an upright position for continuous periods of time, and to walk to and from various
- Requires manual dexterity, using fingers, hands and arms to reach for, pick up and handle objects two-thirds or more of the time.
- Frequently bends forward at the waist or bends legs and spine in order to achieve objectives.
- Requires close, distance, color, and peripheral vision, depth perception and the ability to focus.

Personal Protective Equipment (PPE) Required

- Safety glasses & Steel-toed work boots
- Gloves fit for current responsibilities
- Other PPE determined necessary by the Safety Committee or the employee's supervisor.

Work Environment

- Work environment is generally comfortable, although work area temperatures may fluctuate.
- Environment is free from discrimination, intimidation, coercion or harassment, including sexual harassment.
- Some exposure to airborne particles, dirt, and dust.
- Must adhere to company's and facility's safety practices by performing work safely and in accordance with established standards.

Performance Standards

- Once trained, an employee in this position must demonstrate continued proficiency in all Essential Duties, Tasks and Responsibilities.
- Work performed by incumbents must be responsible for zero or low customer complaints or defects.
- Incumbents must ensure all ongoing training and verifications are completed on-time and within company requirements.
- Incumbents are expected to identify, suggest, and implement improvements and corrective actions.
- Must have vision and drive to ensure timely completion of projects, leading to the success of the organization.

JOB POSTING INFORMATION

INTERNAL: To apply for this position, internal applicants must submit a Request to Transfer form or current Resume to the Office Manager.

EXTERNAL: External applicants should email a current resume to: officemanager@bbg-lp.com.