



Job Title: Set Up Technician I- Coiling

Position Summary

The Set Up Technician I – Coiling is responsible for setting up and operating automatic spring coiling equipment to manufacture compression and extension springs in accordance with blueprints, setup instructions, quality standards, and customer specifications. This position uses technical knowledge, precision measuring equipment, and problem-solving skills to establish machine setups, verify product quality, make necessary adjustments, and support consistent and efficient production.

Key Responsibilities

- Demonstrate proficiency in all functions and responsibilities of the Machine Operator classification.
- Review blueprints, setup instructions, and job requirements to determine appropriate setup procedures, machine selection, tooling, attachments, and raw material requirements.
- Select, install, and adjust machine tooling and attachments, including taper cams, block guides, coiling points, pitch tools, cutting tools, and other components required for production.
- Verify wire diameter using appropriate precision measuring equipment and properly thread wire through drive rollers, guides, and machine components.
- Set and adjust cams, turnbuckles, tooling, and machine controls to achieve required spring dimensions and specifications.
- Conduct trial runs and inspect sample parts using gauges, calipers, load testers, and other precision measuring equipment to verify conformance to specifications.
- Make machine and tooling adjustments as necessary to achieve dimensional, functional, and quality requirements.
- Perform first-piece layouts and support quality testing and verification activities as needed.
- Read and interpret blueprints, specifications, and setup documentation to ensure accurate production requirements.
- Develop and document finished and unfinished part dimensions while considering secondary operations required to produce the completed part.

- Maintain, troubleshoot, and repair existing jobs and tooling using established procedures.
 - Accurately complete job cards and required production and quality documentation.
 - Maintain an organized work area and properly care for assigned tools, equipment, and measuring devices.
 - Follow established safety practices, company policies, procedures, work instructions, and quality system requirements.
 - Identify and communicate equipment, tooling, material, quality, or production concerns that may impact safety, quality, or productivity.
 - Participate in departmental and company-wide continuous improvement activities focused on safety, quality, efficiency, and waste reduction.
 - Collaborate with Machine Operators, Quality, Tooling, Engineering, and Production leadership to resolve set-up and production issues.
 - Perform other reasonable duties and responsibilities as assigned.
-

Qualifications

Education

- High school diploma or GED required.

Experience

- Minimum of one year of manufacturing machine operation experience preferred.
- Previous machine setup, tooling, tool room, or related mechanical experience preferred.
- Previous experience in spring manufacturing, coiling, wire forming, or a similar precision manufacturing environment is preferred.
- NCRC Silver level or equivalent demonstrated workplace skills preferred.

Technical Knowledge

- Ability to read and interpret blueprints, manufacturing specifications, setup instructions, and related technical documentation.
- Working knowledge of precision measuring equipment, including micrometers, calipers, gauges, and load-testing equipment.
- Strong mechanical aptitude with the ability to install, adjust, troubleshoot, and maintain machine tooling and components.
- Good basic math skills, including the ability to work accurately with measurements and dimensions.
- Ability to identify dimensional or process variation and make appropriate machine adjustments.
- Strong attention to detail and commitment to producing quality products.
- Effective problem-solving and troubleshooting skills.
- Ability to accurately complete production, setup, and quality documentation.
- Ability to work effectively both independently and as part of a manufacturing team.

- Willingness to learn new equipment, processes, tooling, and manufacturing techniques.

Physical & Work Environment

- Work is performed primarily in a manufacturing environment around production machinery and equipment.
- Must be able to stand and move throughout the work area for extended periods.
- Requires regular use of hands and arms to operate equipment, handle materials, and perform inspections.
- Must be able to safely lift, move, and handle materials and parts associated with assigned production processes.
- Must be able to wear and properly use required personal protective equipment (PPE).
- Must be able to perform the essential functions of the position safely, with or without reasonable accommodation.

Key Competencies

Technical Expertise: Applies knowledge of spring coiling equipment, tooling, blueprints, setup instructions, and precision measuring devices to establish effective machine setups and manufacture parts to specification.

Quality Focus: Maintains a strong commitment to product quality by verifying dimensions and functional requirements, completing first-piece inspections, and making appropriate adjustments to maintain specifications.

Mechanical Aptitude: Demonstrates the ability to install, adjust, troubleshoot, maintain, and repair machine tooling and components using established procedures and sound mechanical judgment.

Problem Solving: Identifies setup, tooling, dimensional, and production issues and takes appropriate action to resolve problems while minimizing disruption and maintaining product quality.

Attention to Detail: Maintains accuracy when interpreting blueprints, establishing machine settings, measuring parts, documenting dimensions, and completing production records.

Safety Awareness: Consistently follows established safety procedures, identifies potential hazards, and supports a work environment where safe practices are an integral part of daily operations.

Communication & Collaboration: Communicates effectively with Machine Operators, Quality, Tooling, Engineering, and Production leadership to support successful setups and resolve production concerns.

Organization & Documentation: Maintains accurate setup, production, dimensional, and quality documentation while keeping tools, equipment, and the work area organized.

Continuous Improvement: Actively participates in efforts to improve safety, quality, productivity, consistency, and manufacturing processes.