



PROCESS TECHNICIAN

The Process Technician is responsible to ensure the molding process is being run as per processing requirements. This position requires excellent troubleshooting and mold setup skills. Can assist and coordinate daily activities of production workers engaged in operating plastic molding equipment that produce plastic molded parts. This position requires interaction with the other Shift Supervisors and Mold Techs/leads to coordinate shift operations, excellent troubleshooting skills, a thorough knowledge of the various equipment, resins and their characteristics. Provide direction for all employees and shift activities.

Essential Duties and Responsibilities

- Is responsible to, develop, train and coach production team leaders, cell leaders, operators and material personnel within the department, ensuring that they contribute to the company objectives.
- Review master schedule in order to plan, direct daily production, and ensure production and quality requirements are achieved.
- Responsible for meeting or exceeding of productivity guidelines on your shift (scrap, utilization, meeting standards).
- Ensure all work centers are running with approved cycle sheets and correct scheduled work orders.
- Assign, direct, and follow up with Production team to establish and maintain safety procedures, production, quality control standards, daily priorities, good housekeeping practices, and clean working environment.
- Verify machines are operating according to standard cycles, allowable scrap, work instructions and quality plan; ensure downtime codes and scrap codes are entered on time into IQMS.
- Inspect products to verify conformance to specifications and direct support teams with adjustment of machines.
- Establish and maintain good employee relations and adherence to judicious disciplinary measures when required.
- Is responsible for consistent and fair application of company policies and procedures.
- Support the implementation, achievement, and maintenance of the Quality and Environmental Policies and Procedures.
- Coordinate and direct technicians, material handlers, and leads priorities with troubleshooting and problem solving to support production schedule, and follow established action plans for processes out of range.
- Support quality control for production start-up, including limit sample approval, machine start-up, shift supervisor's notice of quality defect, and any quality control issues that arise during the shift.

- Coordinate tooling and equipment usage, repair and maintenance to meet production schedule. Ensure work orders for maintenance or tooling issues are performed and maintained.
- Assigns and coordinate daily preventive mold cleaning for all production presses per procedure and schedule.
- Ensure established purge procedure is maintained and line clearance is performed per work instructions.
- Train production personnel to follow and sustain 5s practices, quality standards, work instructions, accurate floor dispositions, SOP's and MRB procedures, data collection and reporting, and all other company procedures.
- Record any process changes to log when deviating from standard process and follow escalation procedure.
- Communicate shift to shift information such as, production status, quality issues and given instructions.
- Involve team leaders, cell leaders, operators, and materials personnel in a team approach to continuous improvement, 5s practices, one-piece flow, and problem solving using root-cause analysis methods.
- Provide leadership, communication and motivation to team members, promote a work environment based on teamwork, trust, confidence and accountability. Be enthusiastic and have a can-do attitude.