

Process Technician Job Description

Position: Process Technician

Department: Knapp Manufacturing

Reports to: Molding Supervisor

FLSA Status: Hourly

Summary of Position

Under the direction of the Molding Supervisor, the Process Technician will optimize safety, quality and machine up-time through continuous improvement and utilization processes. As a hands-on Process Technician, this position will require the individual to work with department employees to assist in set-ups, repairs, training and other designated tasks as department needs demand.

Primary Duties and Responsibilities

- Support daily production as a member of the Molding Core Team by monitoring Safety, Quality, and Performance; troubleshoot and resolve mechanical, technical, and process issues to minimize downtime and maintain continuous flow.
- Set up, start, operate, and monitor Injection Molding Machines (IMMs) and associated automation using approved process templates and control sheets; understand IMM capabilities to ensure proper process assignment. Utilize process monitoring controls.
- Apply scientific molding principles to analyze, optimize, and standardize processes, including scrap reduction, process control sheet optimization, IMM performance evaluations, validation activities, and execution of DoEs.
- Perform process, mold, material, and equipment sampling.
- Perform mold and auxiliary equipment setups; conduct mechanical and basic electrical evaluations, troubleshooting, and repairs to molding machines, molds, and supporting equipment as required.
- Prepare and mix resin materials, colorants, and regrind according to established formulas and processing requirements. Clean out and set up material handling equipment.
- Operate hoists and other lifting equipment to handle and move molds.
- Ensure materials are processed in accordance with manufacturer specifications and safety guidelines.
- Maintain accurate documentation and records, including process data, setup and daily checklists, revision control, backups, and equipment logs.
- Provide training and guidance to team members on internal processes, equipment operation, and safety practices.

- Perform all job functions safely, comply with PPE and site safety requirements, maintain housekeeping standards, participate in safety initiatives, and serve as a member of the Medical Response Team as assigned.
- Ability to be available work alternative shifts as needed
- Support special projects and additional responsibilities as business needs require.

Minimum Education & Experience Requirements

Education

- Associate's degree in Plastics Processing **or** equivalent combination of professional certification and demonstrated experience in advanced injection molding and scientific molding practices preferred
 - Candidates with formal apprenticeship completion in plastics processing or injection molding will be given strong consideration if they also have additional industry certification.
- Five years of plastic molding experience in mold setup and process development (or a combination of education and experience).
- Understanding of plastics processing theory including material structure, material types, effects of moisture on material (hydrolysis) and four plastic variables.
- Experience working in a manufacturing environment with a proven track record of success is preferred.
- Must be comfortable using computers and applications necessary to perform the job.
- Possess strong interpersonal and communication skills.
- Ability to work in-week and week-end overtime as business needs dictate.

Language

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence.

Mathematical Skills

- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Availability

- Core hours for this position are 7:00 a.m. to 3:00 p.m.; must be available work alternative shifts (1st, 2nd, or 3rd) as needed
- Available to work an extended shift as required by production demands.

Required Values

- Considers multiple factors (Safety, Quality, Delivery, Cost & Inventory) when making recommendations/decisions.
- Demonstrates high levels of positive energy and enthusiasm and a willingness to take on new challenges, responsibilities and assignments - strives to go beyond what is expected.

- Projects a professional image in appearance, communication, and behavior even during times of stress, instills trust and is open, honest and approachable.
- Seeks and takes advantage of opportunities to learn from others and share own knowledge so others may benefit.
- Involves and informs others as appropriate in identifying issues, problems, opportunities and developing solutions.
- Acts and communicates in an ethical and truthful manner, leading by example and earning the respect and trust of co-workers, customers, and other stakeholders.
- Effective problem solving and critical thinking skills.