

Process Technician - Molding Job Description

Position: Process Technician

Department: Molding

Reports to: Department Supervisor

FLSA Status: Hourly

Summary of Position

Under the direction of the Department 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 work with department employees to assist in set-ups, repairs, training and other designated tasks as department needs demand.

Primary Duties and Responsibilities

- Work as a member of the Molding Core Team to monitor daily production line with Safety, Quality, Performance; Troubleshoot and Resolve technical issues in a timely manner so as to minimize downtime and support continuous flow of molded products.
- Continuously monitor all operations and processes to prevent and correct equipment malfunctions.
- Works toward optimization of process control sheets.
- Analysis of scrap reduction (start-up reduction, defect reduction, transformation from cycle sheet to process sheet).
- Start Production on any IMM with process template or cycle sheet
- Responsible for analysis of molding department processes applying scientific molding practices.
- Perform calculations to apply a universal process sheet to all capable Injection Molding Machine (IMM);
- Set-up and maintain process monitoring on IMM
- Understand IMM capabilities to specify which processes can or cannot run in a given machine.
- Ensure materials are processed according to manufacturers' processing and safety guidelines.
- Maintain records of process information. Responsible for the back-up and written records of the IMMs and revision control of all documents, procedures and settings for specific run parts.
- Assist mold setters with set-up and repairs as needed.
- Operate hoists and other lifting equipment to handle and move molds.
- Identify equipment failures and communicate to department manager.

- Material testing is required.
- Setup Molding machines as needed
- Repair mold electrical, hydraulic or water circuits as needed.
- Perform Injection Molding Machine (IMM) performance evaluations.
- Perform and record initial sampling, validation, and execute DoEs created by quality, engineering and development personnel.
- Provide training to team members on internal processes and equipment operations safety.
- Assigned special projects as business warrants.

Minimum Education & Experience Requirements

Education

- Completion of Associate's degree or apprenticeship by a recognized technical college or administered through the State of Wisconsin.
- Five years of plastic molding experience in mold setup and process development (or a combination of school and experience)
- Understanding of plastics processing theory which may include 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 7:15 a.m. to 4:15 p.m. primarily on day shift; this position fluctuates between 8 and 10 hour days.
- Available to work an extended second shift or primary second 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.

Working & Environmental Demands

- Frequently works extended hours
- Occasionally required to work weekends as company needs demand.
- Exposed to moving machinery such as forklifts, hoists, automated machinery, etc
- Frequently exposed to loud noise from forklifts and machinery.
- Occasionally exposed to temperature fluctuations.

Physical Demands

Vision

- Peripheral Vision-ability to observe an area that can be seen up and down or the left and right while eyes are fixed on a given point.
- Depth Perception – Three-dimensional vision, ability to judge distances and spatial relationships.
- Colour Vision – the ability to distinguish objects based on the wavelengths of light they reflect, emit or transmit for detecting and differentiating between objects.

Lifting

- Frequently lift and/or move up to 35 pounds.
- Occasionally lift and/or move up to 50 pounds.

Carrying

- Infrequently front carry up to 40 pounds.

Pushing and Pulling

- Pushing/Pulling: Static Pushing and Pulling (Frequently) 25-pound force required to initiate box movement.

Ambulatory Activity

- Standing/Walking (Frequently) on variable surfaces throughout entire shift in the facility.
- Step up/down from 12-40" heights to reach equipment and products
- Ability to sit for extended periods of time



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Work Authorization/Security Clearance

Knapp Mfg., Inc. & Air Logic requires that all employees be legally authorized to work in the United States, and it abides by all laws that prohibit the employment of undocumented foreign nationals. Any person employed by the company must complete the Federal Employment Eligibility Verification Form (I-9) within three days of hire and will be entered into the Federal E-Verify system.

EEO Statement

It is the policy of Knapp Mfg., Inc. & Air Logic to provide Equal Employment Opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Knapp Mfg., Inc. & Air Logic will provide reasonable accommodations for qualified individuals with disabilities.

Acknowledgement

The above statements are intended to describe the general nature of work performed by employees assigned to this position. They are not intended to be construed as a complete list of all job duties performed by persons in the position.

Management reserves the right to revise or amend duties at any time as the needs of the company and requirements of the job change. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

This will acknowledge that I have read and understand the requirements and duties of the job. I further acknowledge that I can perform the essential duties listed and that I possess the knowledge, ability, skills, education, experience and other requirements as stated above.

Employee Signature

Date

Witness Signature

Date