



Process Technician-Level 3 Jackson Plant

FLSA Status: Non-Exempt

Reports To: Plant Leader

TRAVEL: <10%

Positions Supervised: None

POSITION SUMMARY

Process Technician – Level 3 – This role requires a combination of injecting molding technical knowledge and expertise, along with leadership characteristics and the ability to coach and train others. The role is instrumental with supporting and developing the Process Technician team through collaboration, daily auditing and communication, and by teaching/coaching. The Process Technician-Level 3 will assist with new product development from initial tool build concept through production launch; including tooling sampling and qualification per the NPI standard operating procedure. This includes creating process documentation for new and legacy jobs and updating any other supporting documentation as needed. The PT-Level 3 will provide production support by assisting with troubleshooting of processes and equipment, changeovers, startups, and other production related tasks as needed. This position requires the ability to work collaboratively with other team members and leaders from all other departments. Flexibility with work hours is required in order to support personnel on all 3 shifts.

ESSENTIAL DUTIES

- Model and promote the Mission and Values of Nicolet Plastics LLC both internally and externally during customer/vendor visits and company related events.
- Follows and supports others in adhering to all established safety rules and guidelines. Understands and communicates all hazards and safety concerns to team members and management resources. Properly uses all PPE.
- Conduct new and existing mold and process qualifications.
- Offer input and suggestions for resolving tooling and process issues for new and existing tools.
- Assist with implementing or improving startup and shutdown procedures necessary to minimize downtime and damage to equipment
- Use scientific decoupled molding processes and procedures to develop molding processes and solve problems to improve production output.
- Identify and communicate production problem areas, special projects, and other items needing action plans.
- Create, update, and maintain injection molding processing documents.
- Provide on-going training for new and existing Process Technicians as determined necessary within production operations to assure production team members are familiar with process expectations.
- Work in a cross-functional team consisting of engineers, technicians, and production staff who are responsible for design and manufacture of new products from concept through commercial production.
- Perform basic maintenance on tooling, machines, and equipment as needed.
- Evaluate skills and performance of Process Technicians and Material Handlers, and develop plan with Team Leads to address any gaps.
- Provide technical engineering support to the Sales, Engineering, and Quality teams as needed.
- Assist in identifying and solving equipment issues.
- Assist in higher level molding job scheduling as it pertains to best run alternate options in IQMS.

ESSENTIAL DUTIES (Continued)

- Identify and implement continuous improvement initiatives to improve lead time through improvements in cycle time, flow, scrap reduction and setup time reduction. Participate in continuous improvement projects as needed.
- Audit Process Technician processes to ensure processes are optimized and setup correctly and safely.
- Ensure documentation of manufacturing procedures and work instructions meet the requirements of the Quality Management System.
- Make suggestions to improve safety procedures and work behaviors to protect all team members and customers.
- Support production as needed by responding to machine alarms, starting machines, performing changeovers, troubleshooting equipment and processes, etc.
- Ability to create robot programs, setup, adjust set points, troubleshoot and start robots.
- Other duties as assigned by Production Leader and/or Process Engineer.

CORE COMPETENCIES

- Customer Focus
- Decision Making/Problem Solving
- Technical Knowledge & Skill
- Communication and Guiding and Developing Staff (develop Others)
- Quality Orientation

EDUCATION AND/OR EXPERIENCE

- RJG Master Molder or AIM Molding Certification preferred.
- Experience with in-Mold Sensor Technology (E-dart, Priamus, and Kistler) preferred.
- Working knowledge of hydraulic and electric molding machines required.
- Minimum 8 years of experience in injection molding preferred.
- Minimum 3 years of experience sampling
- Knowledge of software such as (but not limited to): Autodesk Moldflow, SolidWorks, Design for Manufacture/Assembly [DFMA], and E-dart.
- Experience with IQMS beneficial, but not required.
- Experience with De-Coupled and/or Scientific Molding Practices.
- Proficient with Microsoft Word, Excel, PowerPoint, etc.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand and/or walk 90% of time; walk, handle tools, or controls; communicate and listen (hear). The employee is frequently required to squat/kneel, reach, push, pull, climb or balance. The employee must occasionally lift and/or move parts, supplies, etc. weighing up to 60 pounds. Be able to handle, grasp, and perform repetitive motion. Must also have eye/hand/foot coordination. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Stand	C (Constantly)	10 lbs or less	F (Frequently)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-40 lbs	F (Frequently)
Handling / Fingering	C (Constantly)	41-60 lbs	O (Occasionally)
Reach Outward	C (Constantly)	Over 61 lbs	N (Not Applicable)

Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	O (Occasionally)	12 lbs or less	O (Occasionally)
Crawl	O (Occasionally)	13-25 lbs	O (Occasionally)
Squat or kneel	O (Occasionally)	26-60 lbs	O (Occasionally)
Bend	F (Frequently)	61-100 lbs	N (Not Applicable)

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Work is performed primarily in a manufacturing environment; moderate to high levels of dirt, noise, vibrations, equipment movement hazards, fumes, chemicals/solvents, and electrical hazards. Ability to work in varying temperatures, including working outdoors as needed. Occasional work in an office environment with use of computer and other standard office equipment. Personal Protective Equipment (PPE) such as safety glasses, safety shoes, hearing protection, etc. is to be worn as applicable throughout entire shift.

By signing below, I acknowledge that I am generally competent to perform the above essential job functions as a Process Technician – Level 3.

_____ **Date**

Team Member Acknowledgement

By signing below, I acknowledge the team member is generally competent to perform the above essential job functions as a Process Technician – Level 3.

_____ **Date**

Coaching Resource Acknowledgement