



Job Description – Process Technician

Purpose & Scope

The purpose of this position is to maintain the control of processes in injection and silicone molding. The role also provides support to the execution of the production schedule including anything from component changes to setups and startups for both silicone and plastic. This is an hourly position.

Duties and Responsibilities

- Safety is everyone's responsibility
- Direct and monitor execution of production schedule
- Perform mold and/or material changes as dictated by schedule
- Perform process troubleshooting and part inspections to ensure part conformity/quality
- Verify paperwork for jobs and completion of inspections at start up and in process
- Monitor and prepare support equipment (ie: circulators, grinders)
- Assist in break coverage
- Regular, on-time attendance at work is an essential function of every job at Dymotek
- Additional duties as assigned

Organizational Relationships

Reports to Shift Supervisor. Communicates directly with Supervisors, Operators, Mold Technicians, Tooling Manager, Operations Manager, Production Supervisor and Quality Manager.

Working Conditions

- Normal manufacturing conditions requiring safety observation at all times.
- Safety shoes are required.
- You are not expected to respond to emails after hours. If emergency arises, and you are asked to respond, you need to be compensated.

Education & Training

High school diploma or equivalent; diploma preferred.

Technical Knowledge Skills & Experience

- Mold Technician experience is required.
- Ability to read measuring devices, i.e. micrometer, vernier calipers, Acu-Guage, etc.
- Must possess a valid forklift license and have ability to operate overhead cranes
- Ability to read and interpret blue prints
- Experience with hand tools is required
- Basic knowledge of IQMS and decoupled molding a plus

Managerial Skills & Experience

N/A

Special Requirements (Physical, etc)

- Must be in good overall physical condition (lifting, turning, twisting, reaching, pulling, pushing etc...)
- Must be able to stand for 8 - 12 hours
- Must be able to lift 50 lbs minimum
- Ability to speak, read and write English
- Good math skills

Quality Management System Requirements

- All employees are responsible for knowing the Quality Policy Statement, how their job supports the statement and quality objectives.
- All employees are responsible for product identification.
- Refer to 'Document/Job Function Matrix' (a cross reference of all ISO documents with job titles) for specific documents related to their job positions.

This job description has been approved by all levels of management:

Manager or Supervisor_____

Human Resources_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature_____

Date_____

Employee Name (please print)_____