

# Processing Technician

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Reports To:	Department Supervisor	Division:	Mold Tech/7115
Grade Level:	10	EEO Code:	5-560
Job Classification:	Non-exempt	Date:	Dec 2016

## Job Summary:

Conducts machine setup for production and sample runs. Process development and troubleshooting.

## Essential Duties and Responsibilities:

- Checks schedule daily for next job in queue.
- Prepares and sets up machinery for scheduled production runs by reading quality plans, WI's and or job orders for specifications.
- Inspects and prepares mold for job run.
- Selects, positions and secures mold in machine.
- Works with Quality Assurance to ensure that molded part is within specifications, adjusts parameters as needed.
- Works with operators to address quality issues.
- Delivers first piece parts to Quality Assurance for inspection.
- Troubleshoots and corrects faulty processes.
- Completes all necessary paperwork and reports for job, including cycle time, scrap, down time.
- Continually monitors production runs to ensure quality of parts is maintained.
- After job is complete, tears down job, inspect and clean mold and returns to appropriate location.

## Additional Responsibilities:

- When requested, may work on special projects and various related assignments.
- Serves as back up Material Handler when necessary.
- May trim degate or inspect parts.
- May be required to compile various reports and data tracking.
- Maybe required to read and interpret equipment manuals and suggest or assist in performing maintenance, service or repairs.
- May be required to work in various areas of operations when necessary
- Performs other related duties and assignments as required.

## Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and/or hear. The employee is frequently required to use hands to finger, handle or feel. The employee is occasionally required to reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch and/or crawl. The employee must also occasionally lift and/or move up to 75 pounds. Specific vision abilities include close vision and color vision. Ability to solve practical problems and deal with a variety of concrete and abstract variables in situations where only limited standardization exists. The noise level in the work environment may range from moderate to loud.

## Education, Skills and Experience:

- Two year college degree or a minimum of 5 yrs. experience in setup and processing injection mold operations
- Ability to read and interpret blueprints.
- Knowledgeable in engineering protocols
- Familiar with metrology, preferably optical metrology.
- Familiar with various trade tools.
- Strong attention to detail.
- Good computer, math skills.
- Strong communication skills.
- Work independently with minimal supervision.

*This job description in no way states or implies that these are the only duties to be performed by this employee. He/she will be required to follow any other instructions and to perform any other responsible duties as requested by his/her supervisor.*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_