



Job Title: Technician, Process
Department: Manufacturing
Reports To: Manufacturing Leader
FLSA Status: Non-exempt, Full Time
Updated: August 2013

Primary Purpose

Team members in this role will be expected to contribute to maintaining a high quality work environment at N.E.W. Plastics Corp. This position supports the Food Safety and Quality Management Systems by following the work rules outlined in the Team member Handbook, working cooperatively and effectively with others in the organization, sharing information to enable others to do their jobs, and displaying good customer service to our internal and external customers consistent with our values.

Responsible for making any and all necessary adjustments, minor repairs and changeovers to equipment and the manufacturing process to achieve acceptable product quality and production standards for assigned machines. Responsible for the safe, proper, set-up and maintenance of blow molding machines & equipment to support production demands. Completes assigned duties in a timely manner to support and improve the manufacturing process.

Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.

1. This person is responsible for all aspects of their assigned machines including the productivity and quality of products coming off the machines. He/She will make all necessary adjustments and minor repairs to their machines to accomplish this in a timely and efficient manner.
2. Assist / perform setups and changeovers of production equipment based on established standards to the point that acceptable product is obtained at the direction of leadership.
3. Perform Maintenance and repairs of production equipment in a manner that generates the highest level of production and quality to meet customer demands.
4. Knowledgeable in the safe and proper start-up, shut-down and operation of all process, production, support and auxiliary equipment up to achieving acceptable production rates and product specifications as established by leadership.
5. Perform routine preventive maintenance as assigned by the P.M. Coordinator to ensure that machines continue to run smoothly, building systems operate efficiently.
6. Inspect, operate, and test machinery and equipment in order to diagnose machine malfunctions.
7. Performs routine inspections of machines and finished parts using rules, calipers, micrometers, and other measuring instruments.
8. Clean and lubricate shafts, bearings, gears, and other parts of machinery.
9. Troubleshoot and/or repair mechanical and electrical components, using blueprints, repair manuals, and parts catalogs as necessary.
10. Adjust functional parts of devices and control instruments, using variety of hand and other tools.
11. Assist in the modifications and installation of new or existing equipment.
12. Follow all policies and procedures as outlined in the employee handbook.
13. Work with all other departments in a way that promotes teamwork throughout the organization to achieve company goals.
14. Be a leader in promoting and following all safety and GMP policies and procedures. Look for ways to continually improve the overall plant operations.
15. Fills out necessary paperwork completely and on a timely basis.

Decisions Making: Decisions that this role is solely responsible for and only checked periodically.

1. Routine adjustments and minor repairs to equipment to meet machine efficiency goals.

Personal Characteristics: The behaviors and traits of the person that leverage the skills and abilities.

1. Strong communication skills, written and oral
2. Willing to ask questions
3. Can figure out "peel away" to get to the real customer needs

Qualification/Requirements:

1. High school diploma or GED with 2-3 years related experience in a machine shop/manufacturing environment, preferably in the plastics industry preferred.
2. Ability to manage and complete multiple tasks.
3. Ability to speak clearly and concisely, in a friendly and professional manner, both in person and over the phone system. Ability to identify problems and draw valid conclusions.
4. Ability to interpret a variety of instructions furnished in written, picture, oral, diagram or schedule form. Ability to identify problems, root causes and proper solutions in the manufacturing process.
5. Ability to apply concepts such as basic mathematics (addition, subtraction, multiplication, and division), fractions, percentages, ratios, and proportions to practical situations (Convert measuring units from standard to metric and vice versa.)
6. Ability to read and prepare routine reports and interpret various documents and correspondence.
7. Computer experience with the Internet, Microsoft Windows 98 software or higher, Microsoft Word and Microsoft Excel and e-mail (Microsoft Internet Explorer and Microsoft Outlook).
8. Strong mechanical and troubleshooting skills.
9. Understands electrical, hydraulic, and pneumatic systems.

PHYSICAL DEMANDS:

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.

NEVER (0%)	RARELY (1-5%)	OCCASIONALLY (5-33%)	FREQUENTLY (34-66%)	CONSTANTLY (67-100%)
FREQUENCY		LEVELS		DISTANCE
<u>Lifting/Carrying:</u> Under 10 lbs 10-20 lbs 21-50 lbs 51-100 lbs over 100 lbs	Frequently Occasionally Occasionally Rarely Never	Varying Levels-Overhead to Floor Varying Levels-Overhead to Floor Varying Levels-Overhead to Floor		Up to 10 ft. Up to 10 ft. Up to 10 ft.
<u>Reaching:</u>	Frequently	To operate computer keyboard, reach for manuals, etc.		Arm's length to overhead
<u>Sitting:</u>	Rarely	N/A		N/A
<u>Standing:</u>	Constantly	N/A		N/A
<u>Walking:</u>	Occasionally	May climb stairs at times.		Within department
<u>Driving:</u>	Rarely	N/A		N/A
<u>Bending:</u>	Frequently	N/A		To foot level, up to shelves.
<u>Kneeling:</u>	Occasionally	N/A		N/A
<u>Crouching:</u> <u>Squatting:</u>	Frequently	N/A		Foot level to shelve.
<u>Twisting: (Torso)</u>	Frequently	N/A		Reaching objects
<u>Climbing:</u>	Occasionally	N/A		Climbing stairs
<u>Pushing/Pulling:</u> Under 10 lbs 10-20 lbs 21-50 lbs 51-75 lbs 76-100 lbs	Constantly Frequently Rarely Rarely Rarely	N/A N/A N/A N/A N/A		Arms distance Arms distance Arms distance Arms distance Arms distance
<u>Extremity Movements:</u>	Frequency	R=Right / L=Left / B= Both		Yes or No
Dominant Hand:	Frequently	R or L		Yes
Both hands:	Constantly	B		Yes
Both feet:	Occasionally	B		Yes
General Sight Requirements:	Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.			
Binocular:	Not applicable.			
Field of Vision:	Not applicable.			
Color Discrimination:	Yes but not perfect			
HEARING:	Must be able to hear changes in machine.			

SPEECH AND LANGUAGE:	
<ul style="list-style-type: none"> • Visual comprehension (understanding/processing written word and visual observations) • Perform written communication through e-mail or other computer based methods. • Communication with co-workers, leaders and the public face-to-face, electronically and telephonically. 	
ENVIRONMENT:	
Work Hours:	Up to 40 hours per week with overtime by assignment
Inside:	95% within a manufacturing environment
Outside:	5%
Extreme Cold / Heat:	No / Yes
Noise:	The work environment is well lit and the noise level can be high
Hazards:	Numerous including moving machinery, knives and hot flames
Tools used:	Mechanical tools used for adjusting equipment and shop equipment for fabrication and repair
Safety equipment :	Safety glasses, ear plugs, arm protectors, gloves and steel toe shoes