



## ***Job Description – Process Technician for Injection Molding***

Last Updated: 06/21/11

### **Purpose & Scope**

The role is required 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, setups and startups for both silicone and plastic.

### **Duties and Responsibilities**

The Process Technician will be responsible for the following activities: directing and monitoring the execution of the production schedule as well as performing mold and/or material changes as dictated by the schedule; performing process troubleshooting, part inspections and various other functions to insure part conformity and quality; verifying paperwork for jobs and completion of inspections at start up of jobs and in process inspections; monitoring and preparing support equipment i.e. circulators, grinders, etc. as needed in the production area; and assisting in break coverage as needed.

### **Organizational Relationships**

The role reports to the Process Engineer and has a communication relationship with Team Leaders, Operators, Mold Technician, Tooling Manager, Operations Manager, Production Supervisor and Quality Manager.

### **Working Conditions**

The role is carried out in a manufacturing environment.

### **Education & Training**

High school diploma or equivalent required  
Ability to speak, read and write English  
Some math required  
Basic knowledge of IQMS and decoupled molding a plus

### **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

### **Managerial Skills & Experience**

N/A

### **Special Requirements (Physical, etc)**

The person must have good motor skills and the ability to lift 50 lbs. The role requires standing for up to 8 hours, lifting, turning, twisting, safety gate operation, reaching, pulling, pushing, clutching, and placing.

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### **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.