



Job Description: **Advanced Process Technician**
Reports to: Process Technician Supervisor
Direct reports: N/A

Position Overview

The Advanced Process Technician will maintain control of processes in injection and silicone molding in addition to providing support to the execution of the production schedule including component changes and setups and startups in support of the manufacturing floor. This role will provide support to both facilities and will assist in process development tasks.

Position Responsibilities/Essential Functions

- 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 and quality
- Verify paperwork for jobs and completion of inspections at start up and in process
- Monitor and prepare support equipment (ie: circulators, grinders)
- Support engineering/process development activities as needed
- Perform first shot scientific molding on new molds as needed
- Perform PQ mold setups on new tools to make sure they are production ready
- Create Authorized Processes for operations and submit for review
- Move between both facilities to support all aspects of operations
- Train Mold Technicians and Process Technicians
- Assist in break coverage as needed
- Regular, on-time attendance at work is an essential function of every job at Dymotek
- Perform other tasks/projects as necessary

Minimum Qualifications/Skills

- High school diploma or equivalent
- Ability to troubleshoot and solve problems
- Ability to multi-task and possession of time management skills
- Establish and maintain effective working relationships
- Good motor skills are required
- Ability to lift 50 pounds
- Ability to stand for 8–12 hours while turning, twisting, reaching, pulling, pushing and clutching
- Knowledge of decoupled molding
- Knowledge of silicone molding
- Knowledge of two and three plate molds
- Knowledge of hot runner systems
- Knowledge of root cause analysis

**Highly Desirable**

- Minimum of 10 years' experience as a Plastics Process Technician
- RJG Master Molder certified
- Willingness to take ownership of results and outcomes
- Critical thinking skills

Additional Requirements

- You are not expected to respond to emails after hours. If an emergency arises, and you are asked to respond, you will compensated
- Flexibility to work outside regular business hours to accomplish tasks
- Refer to 'Document/Job Function Matrix' (a cross reference of all ISO documents with job titles) for specific documents related to their job positions
- Normal manufacturing conditions requiring safety observation at all times
- Safety shoes are required
- 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
- LO/TO Level 2

Employment Classifications

- Indirect, Dept. 500
- Hourly
- Regular Full time
- Job level – 8

Signatures below constitute understanding of the requirements, essential functions and duties of the position.

Manager/Supervisor Signature

Date

Human Resources Signature

Date

Employee Signature

Date

Employee Name (please print)