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**JOB DESCRIPTION**

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<b>DATE:</b>	2020	<b>GRADE:</b>	Non-Exempt
<b>POSITION:</b>	Technical Development Specialist (TDS)	<b>DEPT:</b>	WS/SP
<b>CLASS:</b>	Regular Full Time	<b>REPORTS TO:</b>	Shift Supervisor

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**JOB FUNCTION**

The Technical Development Specialist (TDS) serves as the Subject Matter Expert on all applicable processes and equipment. The TDS provides technical support for operators, technicians, group leaders, and product /equipment designers in the areas of manufacturing process/product improvement and machine maintenance. In a close association, the TDS works with Machine Operators, Technicians, Supervisors, Engineers and other personnel as necessary to maintain a continuous operation of the equipment and processes.

**PRIMARY RESPONSIBILITIES**

The Technical Development Specialist (TDS) works with other technicians and operators in a team effort and shares responsibility for safety, quality, and efficiency of equipment and/or processes assigned to the team in accordance with established standard work and procedures. Acquires and maintains a detailed understanding of the product, process, and equipment in all functional areas within the business unit.

The TDS duties and responsibilities include but are not limited to:

- **Safety**
  - Ensures compliance with standard operating procedures
  - Maintains good housekeeping practices
  - Identifies improvements to equipment/practices that reduce the potential for injury
  - Supports all plant or departmental safety initiatives
- **Quality**
  - Ensure quality assurance procedures/standards are accomplished
  - Reports quality problems
  - Performs process capability studies for new product, processes and equipment
  - Lean manufacturing activities
- **Productivity**
  - Maintain proper quantity and quality of tooling on the production floor
  - Approve work orders in the CMMS system
  - Performs all functions and responsibilities of and operator or technician
  - Provide technical support for technicians in areas of manufacturing process/product improvement and machine maintenance
  - Assist in design of new systems, processed, product, or equipment
  - Develop and continually improve technical documentation on manufacturing processes and new equipment for training and operational purposes
  - Performs assembly of various manufacturing equipment

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- Performs X-part sampling and tests/qualifies any new or proposed raw material
- Creates/develops/ debugs new processes that will achieve Safety, Quality, Service and Productivity
- **Goals**
  - Actively participate in plant safety initiatives to reduce or eliminate OSHA recordable or lost time
  - Actively participate in plant quality initiatives to reduce scrap and minimize customer returns
  - Actively monitor productivity and labor utilization to minimize equipment downtime, ensuring shift and or department throughput and labor goals are achieved
  - Customer order fill rate of XX% or better
  - Support team to consistently meet key operating metrics(safety, waste, productivity, OEE etc)
- **Leadership**
  - Communicate to all levels of the organization professionally
  - Ensures compliance with standard work
  - Maintains effective communication between all technicians
  - Assists in establishing teamwork and utilization of problem solving skills
  - Lead team-based problem solving activities
  - Directs shift production in the absence of the Team Group leader
  - Documents technical production of the shift
- **Training**
  - Proficient in set-up and troubleshooting of equipment
  - Develops key documentation for new processes and prototypes
  - Train and mentor operators and Technicians on changes in processes and equipment
  - Provide new training documentation as required by the changes in process and products
- **Other duties as assigned**

### MEASUREMENT AREAS

- Perfect Order Rate
- Change Over Quantity
- Overtime
- Up-Time
- Inventory Levels
- Lost-Time

### DEMONSTRATED SKILLS

- Effective problem solver. Helps to resolve problems and achieve continuous improvement. Ability to recognize potential problems/constraints with equipment or processes prior to implementation.
- Capable trainer, high proficiency in set-up and troubleshooting equipment; develops key personnel skills and proficiency; sets high standards

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- **Competent Organizer.** Can handle multiple priorities, maintains appropriate documents, manuals, and required equipment assigned to the production floor
- **Active Communicator:** Able to identify issues and achieve mutual understanding at or between all levels in the organization. Ability to assist in engineering and design reviews involving equipment, processes and materials
- **Basic Computer Skills** to include MS Excel

### **EDUCATION AND/OR EXPERIENCE**

- High School, GED or TASC required
- A Technical expert in all processes.
- A minimum of 2 years Technical experience required.
- Advanced Ultrasonic course desired
- Statistical Process control desired
- Basic shop safety training desired
- Train the Trainor required within 1 year of position

### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly required to stand, use hands, reach with hands and arms, and communicate. The employee must frequently lift/ or move up to 45 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually loud. Must be able to use hearing and eye protection.

### **EMPLOYEE ATTRIBUTES**

The key attributes of success that this employee should demonstrate are:

**Commitment** - to family, fellow employees, and customers

**Passion** - to do his/her best at any assignment taking the initiative before being asked

**Self-Esteem** - respect for self and others

**Sense of Urgency** - an implicit understanding of job needs and priorities

**Flexibility** - willing & comfortable adapting to new circumstances & conditions

**OPM** - thinks of and treats the assets of the Company as if they were his/her own

**An active learner** - seeks feedback & constantly evaluates how things can be done better

**Team orientation** - enjoys working with others & accomplishing with others

### **LEADERSHIP ATTRIBUTES**

**Organization** - easily structures and controls repetitive tasks/responsibilities

**Detail Oriented** - follows up all action items and has a concern for accuracy

**Leadership** - directs process work groups by example; a “player-coach”; able to resolve conflict

**Communication** - composed and articulate with internal/verbal interaction

Willing to travel or make a personal sacrifice to support a business need

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Employee signature

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Date