
JOB DESCRIPTION

DATE:	2020	GRADE:	Hourly
POSITION:	Engineering Process Technician	DEPT:	Manufacturing/New Product Development
CLASS:	Full Time	REPORTS TO:	Technical Group Leader/New Product Development Manager

JOB FUNCTION

Works primarily with the New Product Development group and assigned product or process development. The Senior Technician serves as the Subject Matter Expert on all applicable processes and equipment. The Senior Technician 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 Senior Technician works and communicates with the Machine Operators, Technicians, Supervisor, Engineers and other personnel as necessary to maintain a continuous operation of the equipment and processes.

PRIMARY RESPONSIBILITIES

The Senior Technician works with other technicians and operators in a team effort and shares responsibility for safety, quality and efficiency of the equipment and/or processes assigned to the work 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 Senior Technician duties and responsibilities include, but are not limited to the following:

- **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 with materials
 - Performs process capability studies for new products, 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 an operator or technician
 - Provide technical support for technicians in the areas of manufacturing process/product improvement and machine maintenance
 - Assist in design of new systems, processes, 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
- Ensures maintenance is completed on equipment, secondary process units, and auxiliary components
- Performs X-part sampling and tests/qualifies any new or proposed raw materials
- Creates/develops / debugs new processes that will achieve Safety, Quality, Service & Productivity Goals:
 - Actively participate in Plant safety initiatives to reduce or eliminate OSHA recordable or lost time incidents
 - Actively participate in Plant Quality initiatives to reduce scrap and minimize Customer returns
 - Actively monitor productivity and labor utilization to minimize equipment downtime, thus ensuring shift and/or department throughput and labor goals achieved
- 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 communications between all technicians
 - Assist in establishing teamwork and utilization of problem solving skills
 - Lead team-based problem solving activities
- **Training**
 - Proficient in set-up and troubleshooting of equipment
 - Develops key documentation for new processes / 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
- All other duties as assigned by Ultrafab Management.

MEASUREMENT AREAS

- Accuracy and completeness of appropriate Area Documentation
- Adherence to “on time delivery” and product accuracy.

585.924.2186 Office • 585.924.7680 Fax
1050 Hook Road • Farmington, New York 14425

- Effectiveness of training activities
- Productivity (Personal and team productivity)
- Shift to Shift transition
- Leadership Performance
- Safety Performance (Personal / Team)
- Product Non-Conformances of team
- Effective problem solver. Demonstrates use of problem solving model 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
- 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
- Coaching
- Team Building

EDUCATION AND/OR EXPERIENCE

- High School or equivalent preferred
- Competent to compete and train in all Changeovers for Weather-strip and Specialty Products
- Successfully pass and demonstrate knowledge of an Advanced Statistical Process Control course.
- Successfully pass and demonstrate knowledge of a Define-Measure-Analyze-Improve-Control course.
- Participate in at least one Kaizen event and implement process improvement ideas.
- Successfully pass and demonstrate knowledge of a Lean Manufacturing course.
- Successfully complete Train the Trainer course.
- Successfully complete and demonstrate knowledge of Advanced Ultrasonic courses.
- Successfully pass and demonstrate knowledge of a TPM module.

Deemed beneficial but not required:

- Successfully complete Basic Shop Safety training.
- Successfully pass and demonstrate knowledge of an AutoCAD drawing course.
- Successfully pass and demonstrate knowledge of a Value Stream Mapping course.

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