



Process Technician – Level 1 Jackson Plant

FLSA Status: Non-Exempt

Reports To: Production Team Leader

TRAVEL: <5%

Positions Supervised: None

POSITION SUMMARY

Responsible for starting up machines, keeping machines running, mold set-up including all secondary equipment. Assist with creating a culture of accountability and customer first attitude. Standard work: 1- Respond to machine alarms, 2 – Start presses, 3 – Complete changeovers 4 – Assist with Material Handling duties, 5 – Cover breaks and/or Operate Presses as needed.

ESSENTIAL FUNCTIONS

- Committed to the Mission, Vision, and Values of Nicolet Plastics LLC
- Follows all established safety rules and guidelines as outlined in the Employee Handbook and as trained during the various safety-related training programs. Understands and communicates all hazards and safety issues to team members and coaching resources. Proper use of all personal protective equipment.
- Set-up molds with multiple core pulls, auxiliary hydraulics, and manifolds.
- Ensure jobs are running to the standard cycle time, and that the clamp and sprue pickers movements are optimized.
- Collaborate with QCO Quality Team and Production Team Lead if production parts are not meeting specifications.
- Safely operate forklifts and cranes while conducting mold set-up
- Understand start up and shut down procedures necessary to minimize downtime and reduce the chance of equipment damage.
- Able to load a saved program, step through and start robots and make the necessary process adjustments if needed to meet quality specifications.
- Submit startup parts to the Quality Lab for first piece approval.
- Reference production schedule in IQMS and communicate/discuss mold change priority with production team.
- Have basic understanding of IQMS and is able to change downtime codes, enter rejects, print work orders, and supporting process documents.
- Ensure molds are installed securely, safely and are production ready.
- Verify Staged material requirements for production operations.
- Purge material from press in timely fashion, following purge process, and ensuring safe working environment.
- Complete production operations with mold tear-down, clean-up of presses; placement of secondary equipment and inserts in assigned locations.
- Communicate production activities with prior shift and oncoming shift team members.
- Respond to machine alarms.

ESSENTIAL FUNCTIONS (Continued)

- Read and interpret prints.
- Reliable attendance as per agreed to work schedule.
- Other duties as assigned.

EDUCATION AND/OR EXPERIENCE

- High School Graduate or General Education Degree (GED)
- A minimum of three years of related experience
- Moderate understanding of the injection molding process
- Strong analytical, mathematical, mechanical, and troubleshooting skills
- Good oral and communication skills to interact in team environment.
- Basic computer skills required.
- RJG and/or AIM certifications preferred.
- Training within Industry – Job Relations required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand and/or walk 90% of time; walk, handle tools, or controls; communicate and listen (hear). The employee is frequently required to squat/kneel, reach, push, pull, climb, or balance. The employee must frequently lift and/or move parts, supplies, etc. weighing up to 40 pounds and occasionally lift or move items weighing 60 pounds. Be able to handle, grasp, and perform repetitive motion. Must also have eye/hand/foot coordination. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

		Lift/Carry	
Stand	C (Constantly)	10 lbs or less	F (Frequently)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-40 lbs	F (Frequently)
Handling / Fingering	C (Constantly)	41-60 lbs	O (Occasionally)
Reach Outward	C (Constantly)	Over 61 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	O (Occasionally)	12 lbs or less	O (Occasionally)
Crawl	O (Occasionally)	13-25 lbs	O (Occasionally)
Squat or kneel	O (Occasionally)	26-60 lbs	O (Occasionally)
Bend	F (Frequently)	61-100 lbs	N (Not Applicable)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Work is performed primarily in a manufacturing environment; moderate to high levels of dirt, noise, vibrations, equipment movement hazards, fumes, chemicals/solvents, and electrical hazards. Ability to work in varying temperatures, including working outdoors as needed. Occasional work in an office environment with use of computer and other standard office equipment. Personal Protective Equipment (PPE) such as safety glasses, safety shoes, hearing protection, etc. is to be worn as applicable throughout entire shift.

By signing below, I acknowledge that I am generally competent to perform the above essential job duties as a Process Technician – Level 1.

Team Member Acknowledgement

Date

By signing below, I acknowledge the employee is generally competent to perform the above essential job duties as a Process Technician – Level 1.

Coaching Resource Acknowledgement

Date

Updated: 11/25/24