



## **Process Technician – Level 1 Jackson Plant**

**FLSA Status:** Non-Exempt

**Reports To:** Production Team Leader

**TRAVEL:** <5%

**Positions Supervised:** None

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### **POSITION SUMMARY**

Responsible for starting up machines, keeping machines running, mold set-up including all secondary inserts and/or equipment; ensure materials and components are available for production operations. Assist with creating a culture of accountability and customer first attitude. Standard work: 1- Start presses, 2 – Respond to machine alarms, 3 – Help with set ups and 4 – Assist with Material Handling duties 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 co-workers and managers/supervisors. Properly uses all personal protective equipment
- Set-up basic open and closed molds as well as more complex molds with multiple core pulls, auxiliary hydraulics and manifolds.
- Reduce down time and optimize cycle time, including programming and setting up
- Work with Quality, Engineering, and Tool Room to ensure machine is producing desired part parameters of injection machines
- Makes all necessary machine adjustments during start-ups and maintains consistent machine operation and product quality in terms of customer specifications
- Communicate with the Lead Operators, Process Technicians and/or Process Engineer to fix molding, press and quality issues
- Safely operate forklifts and overhead cranes while conducting mold set-up
- Understand start up and shut down procedures necessary to minimize downtime and equipment wear and tear
- Able to load a saved program, step through and start robots.
- Ensure manufacture of the correct part, and material requirement by referencing the Production Dispatch List and material list.
- Coordinate mold change priority and production schedule with set-up team members.
- Ensure molds are installed securely, safely and are production ready.
- Stage material requirements for production operations.
- Prepare upcoming mold changes and auxiliary equipment 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 in order 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.

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.*

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**Team Member Acknowledgement**

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**Date**

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

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**Management Resource Acknowledgement**

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**Date**