



POSITION DESCRIPTION	
Position: Process Technician	
Dept: Operations (Molding)	Access to Confidential Information: Yes
Location: Anoka, MN	Directly Reports to: Shift Supervisor
Shift: 1 st , 2 nd , 3 rd	Indirectly Reports to: Process Engineer
Hourly or Salary: Hourly	Updated by: Dave Dickirson
Job Code: LAKPR297	Date last reviewed: 8/26/2020

Summary: Responsible for maintaining the control of processes in injection molding, molding/tool changes, set-ups, and start-ups of molding. Additionally, the Process Technician is required to troubleshoot problems and correct parameters to maintain quality and efficient production and reporting to the shift supervisor.

Resp. #	% of time	Essential Functions: To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily.
1	20%	Perform processing adjustments on injection molding equipment, auxiliary support equipment, material handling systems, and robotics, in order to maintain quality and production.
2	20%	Efficiently complete mold changes, set-ups, and start-ups according to established procedures and processes to ensure customer demands are met. Ensure that all safety devices are properly in place when performing duties including lockout/tag out procedures to eliminate the risk of injury to the employee.
3	10%	Start-up/shut down of machinery, manifold controllers, cooling systems, valve gate systems, material loading systems, and power supplies to achieve standard operating efficiencies.
4	10%	Analyze and trouble-shoot machine-related problems, providing technical guidance and taking the appropriate corrective measures to minimize downtime and interruption of production schedules.
5	10%	Respond to all machine, robot, and secondary equipment alarms in a timely matter to maintain operating efficiencies and maximize profitability.
6	10%	Work closely with Operator Supervisors, Lead Operators, QA Inspectors and Press Operators to improve product flow, improve quality, and reduce scrap.
7	5%	Monitor tooling condition and document tooling damage and/or processing issues and maintenance issues as appropriate to prevent avoidable molding problems and higher repair costs.
8	5%	Complete all required steps on the Mold Start Up and Restart Checklist at start of each job and when restarting a job..
9	5%	Train Mold Set Up Technicians to understand, measure, and use the key processing parameters and injection molding principles (“rules of thumb”) to transfer, troubleshoot, and make minor adjustments to the injection molding process in a controlled, systematic and logical manner to minimize scrap and increase profitability.
10	5%	Implement and monitor real time process monitoring system for assigned production jobs, utilizing data as necessary, as well as assist in establishing process control limits (tolerances) for production to ensure part consistency and quality. Ensure accuracy, completeness, and updates of all production and processing related documentation to maintain standardization of setups/startups run to run.

Company Wide Expectations:		
1	100%	Remain Drug and Alcohol free while on Lakeland and Frandsen Corporation premises and within the scope of duty.
		Understand and comply with all Lakeland and Frandsen Corporation policies and procedures.
		Support the Mission, Goal and Core Values
		Observe safety and security policies and procedures and use equipment and materials

	accordingly.
	Duties may be added, deleted or modified at any time, at the discretion of management, via written, verbal, formal, or informal means.

Competency Expectations of All Employees: The following are basic skills expected of all employees to be able to perform a job within the company at a satisfactory level.

1	Problem solving —identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and maintains necessary communication
2	Interpersonal skills —maintain open communication with fellow employees, supervision, and management, remains open to others' ideas and exhibits willingness to try new things
3	Planning/organizing —prioritize and plans work activities and uses time efficiently
4	Quality control —demonstrates accuracy and thoroughness and monitors own work to ensure quality
5	Adaptability —adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events
6	Dependability —consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance
7	Professionalism —maintains professional appearance and attitude at all times
8	Confidentiality – holds confidential information received from the company in strict confidence and exercises a reasonable degree of care to prevent disclosure to others.

Knowledge, Skills and Abilities (KSA's): The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of the job.

- Knowledge, Education, Experience and/or Certifications:**
- Requires a high school diploma or general education degree (GED,) three to five years of related injection molding processing experience and/ or training, or the equivalent combination of education and experience.
 - Knowledge of automation and robot operations.

- Skills & Abilities:**
- Demonstrated abilities in plastic processing control, improvement, debugging, and cycle time reduction.
 - Ability to read and comprehend directions, procedures, instructions, specifications and setup sheets to determine correct machine set-up.
 - Communicate effectively with co-workers and management.
 - Ability to read and interpret documents such as Picture Packet, IOP, procedure manual and safety rules.
 - Read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations and professional drawings.
 - Apply common sense understanding to carry out detailed, but non-engaging, written and oral instructions.
 - Define problems, collect data, establish facts and draw valid conclusions.
 - Apply good judgment in recognizing scope of authority.
 - A qualified candidate must possess the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals.
 - Apply abstract concepts such as fractions, percentages, ratios, and proportions to practical situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Lifting Requirements

Weight in pounds	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples	Height
1-10				X			

11-20			X			
21-35		X				
35-50		X				
51-75		X				
76-100	X					

Movement Requirements

	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples
Standing				X		
Walking				X		
Sitting			X			
Talking or hearing					X	
Touch/Feeling					X	
Climb/Balance			X			
Kneeling/Crouch/Squat			X			
Reaching upward or outward					X	
Bending the neck side-to-side or front-to-back			X			
Typing			X			
Pinching/finger manipulation					X	
Grasping/Turning the wrist			X			
Taste/Smell		X				

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Slight exposure to noise

- Moderate exposure to moving objects
- Slight exposure to hot rubber and/or plastic
- Moderate exposure to confined spaces, moving objects, and mechanical parts
- Slight exposure to special equipment such as gloves and protective clothing
- Moderate exposure to slippery surfaces
- Slight exposure to chemicals and fumes
- Slight exposure to dust/airborne particles
- Slight exposure to moderately hot or cold temperatures