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| Job Title: | | Process Technician Lead | Job Category: | Manufacturing |
| Department/Group: | | Operations | Reports to: | Operations Manager |
| Location: | | Fort Collins, CO | Travel Required: | No |
| Level: | | Manufacturing experience | Position Type: | Full Time |
| HR Contact: | | Rebecca Hicklin | Date posted: | N/A-promoted from within |
| Job Description | | | | |
| **Essential Functions**  Provide the necessary set-up, planning, organization, and controls to meet the quality and production goals of Injectech. Follow and adhere to the necessary quality management system to make sure that products are molded to proper specifications.   * Maintain a clean and safe work area  |  | | --- | | * Responsible for set up and processing Injection molding machines. * Entering job function data. * Perform periodic maintenance and repair of equipment pertaining to production. * Recommends modifications of existing tooling or methods to achieve optimum production output levels within limits of equipment capability. * Demonstrates knowledge and leadership capabilities to hold to standards of International Standards Organization (ISO) and Good Documentation Practices (GDP) within the Quality Assurance Department. * Can interpret engineering drawings, schematic diagrams, or formulas. | | * Maintains an organized work area. * Assures that all work is performed in accordance with specifications, instructions, and requirements. | |  |  * Support function for Process Technician II and Senior Technician with regards to product release and qualification activities. * Identify and document process improvements. * Supports team manager and performs management duties when manager is absent or out of office * Manages inventories and stock, including keeping detailed records of inventory use and sales, and advising management on ordering where necessary * Provides encouragement to team members, including communicating team goals and identifying areas for new training or skill checks * Assists management with hiring processes and new team member training * Answers team member questions, helps with team member problems, and oversees team member work for quality and guideline compliance * Communicates deadlines and sales goals to team members * Develops strategies to promote team member adherence to company regulations and performance goals * Conducts team meetings to update members on best practices and continuing expectations * Generates and shares comprehensive and detailed reports about team performance, mission-related objectives, and deadlines * Ensures company brand materials and physical working spaces meet and exceed company presentation standards * Provides quality customer service, including interacting with customers, answering customer enquiries, and effectively handling customer complaints * Other duties as assigned/needed, either verbal or written.   Qualifications, Knowledge, skills   * Ability to work in a team environment * Demonstrates strong oral and written communication skills * Must be able to get to assigned shift on time * Must be willing to cover weekend shifts if another Process Tech calls in * Must have a flexible schedule * Must be willing to work overtime and be available weekends * Must be able to read and write in English * Must be able to perform simple math such as addition, subtraction, measuring and decimal points * Must be comfortable using computers and able to input data and start jobs * Computer literacy, SAP preferred but can train * Team Leadership Experience * Product Knowledge and Industry Experience * Leadership Skills * Motivational Skills * Results-Oriented * Employee Training Experience * Self-Motivated * Strong Relationship Building Skills * Customer Service Skills   **Physical Requirements**   * While performing the duties of this job, the employee is expected to sit or stand for 8 hours per day. * Use hands and fingers to handle objects, tools or controls, reach with hands and arms. * Stoop, kneel, or bend. * Employee must be able to talk and hear. * Employee must be able to lift and/or move up to 60 pounds. * Employee must be able to wear clean room attire, to include safety glasses and face coverings. * Employee must be able to go up and down a ladder.   Minimum of 3 years of processing experience in Injection Molding preferred or combined equivalent production experience and education. | | | | |
| Last updated by: | Caesar De Los Santos & Rebecca Hicklin | | Date: | 3-2-2020 |
| Approved By: |  | | Date: |  |
| Supervisor’s signature |  | | Date: |  |
| Employee’s Signature |  | | Date: |  |