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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

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| * 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.
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| * Maintains an organized work area.
* Assures that all work is performed in accordance with specifications, instructions, and requirements.
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* 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: |  |