



#### JOB DESCRIPTION

Job Title:	Process Engineer	Pay Grade:	PA
Department:	588-Process/Project Engineering	Reports to:	Technical Director
Status	Exempt/Salary	Revision Date:	March 4, 2020

**SUMMARY:** This position is responsible for supporting, improving and advancing the rubber manufacturing process and/or methods and new product development and their launches.

#### **DUTIES AND RESPONSIBILITIES:**

- ! Develop, evaluate and improve manufacturing process methods using “hands on” involvement, if necessary.
- ! Utilize company data acquisition sources to evaluate processes and suggest/implement improvements.
- ! Plan and develop experimental test programs.
- ! Confer with engineering and other appropriate personnel to prepare design modification.
- ! Confer with management and other staff regarding manufacturing capabilities, production schedules and other considerations to facilitate production process improvements.
- ! Evaluate and approve design changes, specifications and drawing releases.
- ! Coordinate activities concerned with technical developments including scheduling, resolving, engineering design and test issues.
- ! Confer with appropriate personnel to help ensure efficient production methods are implemented on new products (pre-production launches).
- ! Research and analyze data such as: customer design proposals and specifications to determine feasibility and costs.
- ! Provide customer with requested/required information for design and approvals.
- ! Evaluate and approve design changes, specifications and drawing release.
- ! Confer with vendors to determine product specifications and arrange for purchase of equipment and materials.
- ! Evaluate, test and implement alternate product according to specifications and quality standards.
- ! Direct and coordinate fabrication and installation activities to ensure products and systems conform to engineering design and customer specifications.

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- ! Maintain safety protocols and environmental impacts are reviewed to meet any applicable standards.
- ! Coordinate operation, maintenance and repair activities to obtain optimum utilization of machines and equipment.
- ! Design projects must be managed to specific phases or aspects such as: input, output, verification, and validation.
- ! Prepare and present interim and complete project reports to senior management and others as necessary.
- ! Perform other duties as required or requested.

### **SUPERVISORY RESPONSIBILITIES:**

- ! Must be capable of managing a work force that includes but is not limited to scheduling workflow, tracking attendance and managing conflict.

### **EDUCATION AND EXPERIENCE:**

- ! Bachelor of Science degree in engineering or equivalent in quantifiable rubber/plastic related processing experience.

### **QUALIFICATIONS:**

- ! Exposure and understanding of Automotive, Aerospace and Industrial Quality Standards.
- ! Six Sigma, continuous improvement, or other problem-solving methodology is necessary for true solution implementation. Experience with lean manufacturing methods is beneficial.
- ! Project management skills, strong organizational skills and analytical skills.
- ! Knowledge of urethane products, a plus.
- ! Proficient with MS Word, Excel, and PowerPoint.
- ! SAP and CAD experience is a plus.
- ! Must be able to work closely with Quality, Operations, Maintenance, Machine Shop, IT, Sales/Marketing, Finance etc. and be able to communicate effectively to coordinate projects/tasks.
- ! Urethane processing experience is a plus.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

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! Work environment consists of office and manufacturing environments which may have exposure to noise, heat, and rubber smells.

! Noise levels are quiet to moderate up to 2/3 of the time.

! Noise levels are loud 1/3 of the time.

Annual Testing Requirements			
	Hearing Test		
	Respirator Fit Testing		
	Vision Test		
Vision Requirements			
	Close Vision (clear vision at 20 inches or less)		Ability to adjust focus
	Distance Vision (clear vision at 20 feet or more)		Other: (specify)
	Color Vision (ability to identify & distinguish colors)	X	No special requirements
Type of Personal Protective Equipment Required			
X	Safety Glasses (when needed)		Protective Clothing
X	Hearing Protection (when needed)		Safety Shoes
	Respirators		Other (please specify)

Physical Demands	Amount of Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Standing		X		
Walking			X	
Sitting			X	
Use hands to handle or touch		X		
Use fingers to pinch or grasp		X		
Reach above shoulders	X			
Climb or balance	X			
Stoop, kneel, crouch or crawl	X			

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Talk or hear			X	
Smell or Taste	X			
Use foot/feet to operate machine	X			
<b>Weight of material to lift</b>	<b>Time Spent</b>			
	<b>None</b>	<b>Up to 1/3</b>	<b>1/3 to 2/3</b>	<b>2/3 to all</b>
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 75 pounds	X			
More than 75 pounds	X			

<b>Weight of material to push or pull</b>	<b>Time Spent</b>			
	<b>None</b>	<b>Up to 1/3</b>	<b>1/3 to 2/3</b>	<b>2/3 to all</b>
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds	X			
More than 75 pounds	X			
	<b>None</b>	<b>Up to 1/3</b>	<b>1/3 to 2/3</b>	<b>2/3 to all</b>
Repetitive Motion		X		

<b>Tools or Equipment Used</b>	<b>Time Spent</b>			
(e.g. forklift or computer, etc.)	<b>None</b>	<b>Up to 1/3</b>	<b>1/3 to 2/3</b>	<b>2/3 to all</b>
Computer			X	
Phone		X		

Travel Required	% of Time
Domestic	<5%
International	<5%

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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