



## Job Description

JOB TITLE: PROCESS ENGINEER	
<b>BUSINESS DIVISION:</b> RED STAR CONTRACT MFG	<b>Status:</b> FULL-TIME
<b>DEPARTMENT NAME:</b> OPERATIONS	<b>Type:</b> FULL-TIME
<b>PREPARED BY:</b> HUMAN RESOURCES	<b>DATE:</b> 4/14/2022
<b>WORK LOCATION:</b> CORP - WARSAW	<b>REPORTS TO:</b> ENGINEERING MANAGER

### SUMMARY:

The position of Process Engineer is responsible for organizing activities for the development, implementation, and maintenance of engineering processes, improving quality and productivity, troubleshooting problems with production, taking corrective action, and evaluating operational feasibility requirements of new equipment or upgrades to existing equipment.

### ESSENTIAL DUTIES AND RESPONSIBILITIES: *(includes the following but other duties may be assigned)*

- Verifies IQ installation, control systems, mold samplings, and customer run-offs
- Develops, evaluates, and improves manufacturing methods increasing production efficiency, quality, capacity, and utilization by reviewing current processes and suggesting improved methods for process optimization
- Estimates production times, labor requirements, and related costs to provide information for quoting
- Works with maintenance personnel to prevent problems with machinery and related equipment
- Determines and eliminates root causes and reduces occurrences in the manufacturing process
- Ensures that all manufacturing product specifications are developed and in place before release to production
- Provides technical training, guidance, and resource support through participation of process improvement initiatives
- Implements cost reduction efforts for improved quality and productivity through tooling/equipment and process engineering management
- Works with customers to develop and make test improvements
- Responsible for supporting sales with tooling and equipment needs and cycle times for quoting
- Assists with training set-up associates on new product launches to meet target date
- Assists Quality with support for validations, first articles, PFEMAs, DOE's, and inspection criteria
- Must be a team member and effectively communicate with others
- Works with set-up and production associates to best utilize tooling and to minimize down time
- Additional responsibilities including attending industry trade shows, professional trade shows, and sales, including traveling abroad, as required

### QUALIFICATION REQUIREMENTS:

- Experience in manufacturing processes for insert molding, preferred
- Good verbal and written communication skills, required
- Basic skills with Microsoft Word and Excel and the ability to use CAD software
- Knowledge of machine tool design, software application, mold design, and ability to read blueprints and import solid models

- Mastery of micrometer, precision scale, caliper, and other test/inspection equipment, required
- Ability to apply logical or scientific thinking
- Work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry

**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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; and use hands to handle, or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds.

**WORK ENVIRONMENT:**

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

Associate will normally work in an office environment but may also be subject to high noise levels from machines, and physical hazards from moving machine parts. WHEN OVERTIME IS SCHEDULED, IT IS MANDATORY.

**REVIEWED AND ACCEPTED BY:**

<i>MANAGER</i>	<i>ASSOCIATE</i>
<b>NAME:</b>	<b>NAME:</b>
<b>SIGNATURE:</b>	<b>SIGNATURE:</b>
<b>TITLE:</b> Engineering Manager	<b>TITLE:</b> Process Engineer
<b>DATE:</b>	<b>DATE:</b>

The above description is intended to describe the general content, identify the essential functions of, and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

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