



Diversity-Vuteq Indiana
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Princeton, IN 47670
(812) 386-1401

www.diversityvuteq.com

Job Description

Position Title: Process Technician

Team Member:

Department: Processing

Grade: Hourly (Non-Exempt)

Reports To: Team Lead

Revision #: 1

Full/Part Time: Full Time

Date: January 30, 2024

Job Summary

This position is responsible for processing mold changes, color changes, troubleshoot plastics injection machines, troubleshoot potential defects, and minimize downtime.

Duties & Responsibilities

- Setup and startup molding machines to produce a quality product that meets all customer and plant production cycle requirements.
- Adjust processing conditions after mold changes, if necessary.
- Help to properly install, monitor, clean and remove auxiliary equipment to injection molding machines as needed by production scheduling.
- Diagnose production problems and make proper adjustments. Following up to ensure that desired results are obtained and retained.
- Produce a high volume of quality injected parts, in a production setting.
- Understand and follow Diversity Vuteq's safety guidelines for Injection Team Members while performing the required job duties.
- Change out Injection Tooling, change Resin Grade Material and change Resin Color Material within the Diversity Vuteq Target timings.
- Read and Comprehend the Daily Production Schedule in order to understand what job changes there are for the shift.
- Learn and understand the differences between all resins and tools.
- Learn and understand the differences between all Injection Machines and the differences between all Quick Mold Change tables.
- Learn and understand the differences between all Star Robot End Of Arm Tooling(EOAT) and how to properly connect them to each robot's arm.
- Learn and understand the differences between the injection machine's mold heater, the mold supplemental heaters and the mold pre-heaters.
- Learn and understand the differences between mold coolant thermolators and compact chillers.
- Learn and understand the differences between injection machine mounted gravimetric feeders and floor standing material blenders.
- Use Time Management to ensure each scheduled changeover is being started and completed on time then move on to the next.
- Help to properly install, monitor, clean and remove auxiliary equipment to injection molding machines as needed by production scheduling.
- Make sure all machine work areas are properly maintained according to the specific 5S requirements.
- Assist other shifts with coverage for vacations and/or absenteeism when needed.



- Effectively communicate daily machine concerns or issues with the other shifts and required management personnel during shift change.
- Communicate any repair or malfunction of equipment or tooling to the proper support department.
- Responsible for monitoring, tracking, and reporting all machine data as required.
- Provide a Customer Service attitude when interacting with internal and external customers while accomplishing work, production and achieving quality standards.
- Participate in continuous process improvement efforts to reduce scrap, cycle times, improve efficiency and eliminate waste within the production environment.
- Willingness to take direction along with displaying the self-motivation to work alone.
- Other duties may be required insuring that Diversity-Vuteq meets and exceeds our customer expectations and needs

Job Qualifications

Experience

- Plastics Injection experience preferred

Skills and Abilities

- Able to lift 30lbs 10% of the time
- Climbing ladders 10% of the time
- Must be able to stand, walk, bend, and stoop up to 12 hours daily

Other

- High school diploma or GED required
- Valid driver's license

Intent & Function of Job Descriptions

Job descriptions assist organizations in ensuring that the hiring process is fairly administrated and that qualified team members are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and terminations decisions. Well-constructed job descriptions are an integral part of any effective compensation.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

The above information is correct as approved by:

Team Member Name (please print)

Date

Team Member Signature



Manager Name (please print)

Date

Manager Signature