



Diversity-Vuteq Indiana
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Job Description

Position Title: Process Trainer

Team Member:

Department: Process

Grade: Salary (Exempt)

Reports To: General Manager

Revision #: 1

Full/Part Time: Full Time

Date: April 16, 2024

Job Summary

This individual has a primary focus on training and development of process technicians. The trainer will use existing training tools and continue developing further tools/exercises to promote consistent training for the process technician group. Working closely with the technician leadership group, training will be targeted at strong understanding for deliverables connected to the existing process technician level system.

Duties & Responsibilities

Trainer

- Work with leadership to ensure efficient and consistent development for technicians
- Facilitate development of training materials
- Support development of standards for training
- Support activities related to new programs and relevant training (New technology, materials, etc)
- Willing to travel periodically where required (Receiving or supporting training)
- Responsible for duties outlined below for regular technician duties when training activities are not required

Trainee

- Responsible for working safely at all times; understand the hazards of position and use precaution
- Ensure all safety devices are in place and in proper working order, following guidelines in Occupational Health & Safety Act and policies outlined at Vuteq
- Work towards completing Level 1 of Paulson's Injection Molding Program
- Safely and efficiently perform mold, colour, and robot changes
- Operate the crane
- Complete start-ups after any period of machine downtime
- Must work with production team members when they are unsure of part quality
- Understand difference in resin and the importance of feeding accurate materials for specific parts
- Responsible for 5S; maintaining the department's cleanliness by taking ownership of waste and properly disposing of purge patties, resin spills, etc.
- Complete all required paperwork

Level 1

- Must be fully proficient in all aspects of Trainee level
- Working towards completing Level 2 of Paulson's Injection Molding Program
- Possess a basic comprehension of injection molding; understand how the machine, feed system, and other external factors all contribute to the final product
- Must be able to perform a crane check
- Communicate with department leadership and quality team when there are discrepancies with part quality
- Support training of new team members
- Responsible for 5S; maintaining the department's cleanliness by taking ownership of waste and properly disposing of purge patties, resin spills, etc.
- Complete all required paperwork



Level 2

- Must be full proficient and capable of performing all aspects of Trainee & Level 1
- Working towards completing Level 3 of Paulson's Injection Molding Program
- Capable of processing parts; must be able to assess potential cause of defect in an injection molded part and determine what aspects of process can be adjusted to correct it
- Respectfully discuss concerns regarding part quality with department leadership and quality team; utilize knowledge and experience to support stance
- Support training of new team members
- Responsible for 5S; maintaining the department's cleanliness by taking ownership of waste and properly disposing of purge patties, resin spills, etc.
- Complete all required paperwork

Level 3

- Must be proficient and capable of performing all aspects of Trainee, Level 1 & Level 2
- Able to take create a program with a mold that is foreign to a machine
- Troubleshoot potential defects that arise from new program to create good part
- Must be able to meet cycle time of machine
- Respectfully discuss concerns regarding part quality with department leadership and quality team; utilize knowledge and experience to support stance
- Support training of new team members
- Responsible for 5S; maintaining the department's cleanliness by taking ownership of waste and properly disposing of purge patties, resin spills, etc.
- Complete all required paperwork

Job Qualifications

Experience

- Minimum 5 years experience in a Process Technician position
- Injection mold maintenance experience considered an asset
- Proficient with Kohan and Pascal Quick Change Systems
- Experience with Star Automation robots
- Knowledge and experience with material conveyance vacuum systems

Education

- High school diploma/GED
- Completion of all level 3 Diversity-Vuteq Process Technician training requirements

Skills and Abilities

- Strong communication skills
- Ability to assess training progress and amend approach on a case-by-case basis
- Strong leadership skills, excellent verbal and written communication and organization skills
- Must be able to stand, walk, bend, and stoop up to 12 hours daily
- Must be able to work any shift temporarily as needed for training purpose when necessary

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