

D.A. Inc.

Our Mission: To be recognized in the plastics industry as "The Custom Injection Molder" while acquiring the trust of the customers and contributing to society.

Position Description

Position Title: Production Supervisor / Sr. Process Technician
Department: Molding
Reports To: Production Manager
FLSA Type: Salary Exempt

The statements included in this Position Description reflect, in general, the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

COMPANY CONFORMANCE STATEMENTS

In the performance of their respective tasks and duties all associates are expected to conform to the following:

- Adhere to all environmental and safety policies/procedures and immediately **resolve or** report any violations. Perform all work with the mindset of safety first.
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other associates, customers, and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communication and coordinating work efforts with other associates and organizations.

1. GENERAL FUNCTION

Provides technical support for existing molding processes and is responsible for developing molding processes for all pre-production molds as well as maintaining documentation for molding processes. Leading by example to all assigned subordinate staff ensuring safety, quality, and productivity measurements are met while ensuring a positive work environment.

2. JOB REQUIREMENTS

** Essential **

- A. Responsible for sampling and processing of all molds within the company upon receipt. Must make sound decisions regarding the condition of the tool and must validate the molding process prior to releasing it to mass production. Responsible for producing and monitoring one 4-hour period of production of a new tool to ensure consistency and functional requirements of the process and parts manufactured.
- B. Supervise and provide daily direction of work for all shifts, planning for labor shortages when needed.
- C. Responsible to coach, train, and discipline as dictated by company policy and by **the** situation.
- D. Responsible to complete performance appraisals at designated timing and review with each associate upon completion.
- E. Provides training of the Set-Up Technicians as well as assisting them in the set-up of new types of molds and auxiliary equipment.
- F. Troubleshoots all molding-related problems and works with all molding personnel to resolve any process problems and implement countermeasures throughout all processes.
- G. Oversee condition of all tools recommending repairs/modifications including PM planning, control coordination with scheduling and outside tool shops.
- H. Responsible to evaluate tools upon receipt from repairs, coordinating with quality when needed.
- I. Responsible to track all alarms, production efficiency, and labor hours daily to provide documented reporting to Production Manager.
- J. Work with the engineering and maintenance departments to recommend auxiliary equipment needed for existing or new processes in manufacturing.
- K. Responsible for assisting with continuous improvement activities within the production department (e.g. Kaizen activities).

- L. Assists with implementing training programs within the production department for continuous growth and development of associates, including hands-on training on the production floor.
- M. Helps maintain and improve machine and equipment layouts within the production department.
- N. Responsible for assisting with new project planning during pre-production up to mass production.
- O. Responsible for participating in the APQP process and closing action items related to molding.
- P. Responsible for interacting and communicating with management, engineers, maintenance, operators, quality control and customers on molding issues.
- Q. Responsible for the production floor, including training support, technical support, answering machine alarms, mold set-up and production start-up.
- R. Assists with other activities and projects assigned by management.

3. QUALIFICATIONS

- A. Degree in engineering preferred, but the equivalent of five or more years of plastic injection molding experience may be acceptable.
- B. Knowledgeable in processing multiple types and various grades of engineering resins. Ex. PP, POM, ABS, and Nylon.
- C. Blueprint reading skills desired
- D. Part and Tool design knowledge preferred.
- E. Good written, verbal, and organizational skills.
- F. Good computer skills (e.g. Microsoft Office) necessary
- G. Must be able to pass Thurstone, Mechanical, Graphic, Math and Excel tests.
- H. Strong root cause analysis skills are necessary.

4. PRINCIPAL ACTIVITIES

- A. Must be able to stand/walk greater than 75% in an 8 hour day.
- B. Must be able to perform finger and hand dexterity 40% in an 8 hour day.
- C. Must be able to sit 50% in an 8 hour day.
- D. Must be able to lift 60 lbs.
- E. Must be able to bend, stoop, push, pull occasionally.
- F. Must be able to work hands-on when necessary.
- G. Must be able to work any shift schedule when necessary.
- H. Must be able to wear safety glasses, hard hat, gloves, and safety shoes.

5. TRAINING REQUIREMENTS

See Process Engineer Training Requirements

Associate Signature _____

Date _____

Human Resources Signature _____

Date _____