

**HMS Mfg. Co. Job Description - Little Rock, AR**

Department:	Maintenance
Job Title:	Process Technician
Reports To:	Sr. Processing/Maintenance Engineer
Hours Required:	40+
FLSA Classification:	Non-Exempt
Supervisory Responsibilities:	None

Job Summary

The Process Technician is responsible for troubleshooting the injection molding process to ensure machines are working properly, while supporting management to ensure efficient operations and continuous improvements. Additionally, the incumbent is responsible for changing molds and assist on the shop floor when needed.

Major Responsibilities

- Maintains control of processes for injection molding.
- Verifies correct set-up of molds, processes and auxiliary equipment before machine start up.
- Establishes proper molding conditions, performs process monitoring and troubleshooting.
- Ensures product is consistent with product quality and adherence to the Quality System.
- Performs mold and/or material changes as dictated by the schedule.
- Assists in the training of Mold Setters.
- Maintains EOAT for automation.
- Follows daily production schedule and prioritizes work for improved efficiency.
- Maintains setup sheets and records changes and notifies Sr. Processing Technician, Shift Supervisor and Engineering of problems.
- Maintains 5S housekeeping of work area.
- Performs tooling change overs and tool maintenance.
- Adheres to all Safety guidelines including but not limited to wearing of proper PPE.
- Performs other related duties as required and assigned.

Skills Required

- High school Diploma/GED or equivalent experience required.
- 0 to 10 years injection molding experience preferred.
- Previous Experience with Injection Molding Processes and Robots highly desired.
- Ability to setup, start, troubleshoot injection molds and the injection molding process, including automation.
- Experience with quality systems preferred.
- Detail oriented, logical, and methodological approach to problem solving.
- Excellent oral and written communication skills.



Physical Demands

- This is a Safety Sensitive position.
- Ability to lift and/or move up to 50 pounds occasionally.
- Ability to sit for long periods of time.
- Ability to stand and walk around for extended periods of time.

HMS Mfg. Co. is an Equal Opportunity Employer. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. You may be asked by supervisors or managers to perform other duties. Duties, responsibilities, and activities may change at any time with or without notice. This job description is not a contract for employment and either you or HMS Mfg. Co. may terminate employment at any time, for any reason, without notice and without cause.

This job description has been approved by

Human Resources

Date

Employee's signature below indicates the employee understands the information contained herein and the requirements, essential functions, and duties of the position.

Signature

Date

Print Name
