

DRUG PLASTICS & GLASS CO., INC.

JOB DESCRIPTION

POSITION: Assistant Process Engineer	EFFECTIVE DATE: 3/31/18
REPORTS TO: Process Engineer	SUPERSEDES: N/A
SUPERVISES: Lead Mechanics, Process Mechanics, and Maintenance Mechanics	

POSITION SUMMARY:

The Assistant Process Engineer (APE) position is envisioned as a learning/development position for personnel to gain knowledge and experience in preparation for future responsibilities. Primarily to become the Process Engineer (PE) for a full facility. To that end, the APE will be assigned the responsibilities of a PE but for only a portion of the plant, under the guidance of the Process Engineer. This position is an interim assignment with the expectation that reassignment to a different role and/or location should be expected.

ACCOUNTABILITY:

Under the supervision of the Process Engineer, accountable for the following:

1. Product quality
2. Machine/Equipment maintenance and reliability
3. Clean, safe and efficient operation in order to achieve highest quality production at a low operating cost (meeting budgetary goal)
4. Computer Integrated Manufacturing (CIM) monitoring and management
5. Building and ground maintenance as assigned by the Process Engineer
6. Training and mentoring of the plant technical staff
7. Machine/equipment installation and/or upgrade
8. Engineering and/or special projects as assigned by the Process Engineer
9. Safety and morale of all assigned technical personnel

ESSENTIAL FUNCTIONS:

In order to become, or remain, qualified to perform and capable of performing this job, employees must be capable of successfully performing all of the following essential functions of the job.

Essential Requirements:

1. Periodically review all relevant company policies, procedures and work and safety rules.
2. Read, understand and fully enforce all of the company policies, procedures and quality specifications.
3. Accurately complete and review assigned subordinate's and own time cards on a daily basis.
4. Attend and/or conduct training classes as scheduled.
5. Plan and execute machine/equipment maintenance, process troubleshooting, Major Machine Problems (MMPs), and mechanic daily activities.
6. Manage and monitor Computer Integrated Manufacturing (CIM).
7. Review the Electronic Process Journal (EPJ) on a daily basis looking for product defects or machine malfunction trends (multi-instances). Provide Corrective Action and Preventive Actions (CAPAs) to eliminate these deficiencies.
8. Understand and be able to effectively use Safety Data Sheets and other safety instructions.
9. Ensure machine/equipment spare parts and consumable items are available to properly maintain efficient operation.
10. Ensure proper Lock-Out Tag-Out (LOTO) procedures are followed when appropriate for work conducted on assigned machines.
11. Plan, manage, and execute machine/equipment installation in a timely and safe manner
12. Plan, manage, and execute technical training for new mechanics and for the ongoing development of existing mechanics.
13. Perform other duties as assigned by the Process Engineer.

Essential Responsibilities:

It will be the APE's responsibility to be the primary/first point of contact with the shift supervisors and mechanics for the assigned machines to ensure the following:

1. Supervise set-ups and troubleshoot blow molding machines, auxiliary and support equipment.
2. Ensure screw maintenance activities are performed as required.
3. Direct and verify all required scheduled preventative maintenance on all machines, auxiliary, support, and infrastructure is completed in an effective and timely manner.
4. Establish and maintain a system/methodology to ensure all maintenance activities are properly recorded in the maintenance management system.
5. Monitor and manage the plant (CIM) program to ensure all production and support equipment remain within established operating parameters, and take action to correct any out of parameter event.
6. Plan, supervise, and assign daily mechanic job assignments to include training events/tasks as required.
7. Assist the Production and Plant Managers in customer complaint investigations and corrective action development.
8. Review and complete maintenance work orders.
9. Maintain current molding set-up sheets.
10. Maintain and manage critical spare parts (machine/equipment).
11. Conduct technical training as required for new mechanics/trainees and for the ongoing development of existing mechanics.
12. Assist Corporate Engineering in mold samplings, mold shipments, and special projects.
13. Take necessary actions to achieve or exceed the following production metrics:
 - a. Improvement of Production Efficiency
 - b. Reduction of Reinspections
 - c. Reduction of customer complaint per million bottles produced (cc/mm)
 - d. Reduction of material waste
 - e. Decrease machine/mold setup time
14. Lead, motivate and manage all technical personnel in such a way that will:
 - a. Maximize each individuals strength but yet promote team building
 - b. Promote a two-way communications up and down the chain of command
 - c. Maintain a high level of technical knowledge and hand-on skills
 - d. Promote employee involvement
 - e. Promote a safe working environment
 - f. Promote Lean Manufacturing practices (5S, SMED, KANBAN, etc.)

MINIMUM QUALIFICATIONS:

Applicants for this position should possess:

1. A BS degree in engineering or a technical field, or a 2 year degree with several years' experience in a mechanical/technical field, preferably in a supervisory capacity.
2. The ability to read and write in English at a level of competence that is sufficient to allow the understanding of written instructions and job related technical manuals and to write reports of activities that are understandable to others.
3. Good communication skill (oral and written).
4. A working knowledge of Excel, Word, and Power Point.
5. The ability to motivate and lead small groups to accomplish assigned tasks in an effective and efficient manner.
6. Strong mechanical aptitude, preferably with hands on experience working with equipment as an operator or mechanic
7. Ability to read and interpret basic blue prints and CAD drawings

All above minimum requirements may be waived with the approval of the VP of Manufacturing and the Director of Human Resources.

This job description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties may be required. Reasonable accommodations that do not cause an undue hardship on the company will be considered as required by local, state or federal law.

I have read and understand this job description. I am able to abide by and adhere to its contents.

Employee Signature

Date