

JOB DESCRIPTION
Advanced Metalworking Practices, LLC

POSITION TITLE: Process Engineer		
Reports to: Manager of Technology	Department: Engineering	Approved: President
Date: 04/21/22	FLSA Status: Exempt	Page: 1(2)

JOB SUMMARY: Utilizes process design and suggests improvements of manufacturing, thereby increasing productivity and reducing overall manufacturing costs. Responsible for identifying, designing, planning and directing assigned projects in the area of new or modified machinery used in the manufacturing process. Write capital procurement and justifications. Utilize Lean concepts to reduce costs. This position works closely with maintenance staff and outside vendors to complete projects.

ESSENTIAL FUNCTIONS:

1. Recommends, specifies and purchases parts, software, hardware, equipment, and services for the plant-wide process and systems.
2. Recommends machinery, equipment and facility improvements to Engineering/Maintenance Manager and Operations in order to increase the efficiency of overall plant operations.
3. Serves as support between production, maintenance, and outside contractors for all work on the process systems.
4. Schedules work utilizing outside contractors and vendors as required.
5. Troubleshoots, recommends, and develops solutions through equipment or process changes that reduce plant costs, increases production, and improves quality, environment, and safety.
6. Performs other duties as may be assigned
7. Promotes a team environment and ensures the safe and proper operation of all equipment.
8. Exhibits mutual trust and respect towards colleagues, peers and customers.
9. Displays awareness of our collective social responsibilities.
10. Demonstrates understanding and knowledge of AMP Core Values.
 - **Safety:** No one gets hurt on our watch including the environment. EVER!
 - **Integrity:** We keep the commitments we make
 - **Reliable Partner:** We take action required to exceed our customer expectations.
 - **Innovation:** We continuously improve our processes and seek new ways to grow.
 - **Teamwork:** We look for ways to support each other without being asked and trust our team members.

ADDITIONAL RESPONSIBILITIES:

1. Updates all documentation (drawings and databases).
2. Performs special projects as assigned.
3. On-call support for production and or maintenance.
4. Completes daily operations and maintenance reports.
5. Communicates with the senior staff on plant yields.
6. Leads yield improvement projects.
7. Completes monthly down time reports.
8. Fills in for production and maintenance supervisors in their absence.
9. Assists in work instruction preparation for annual audits in and ISO 9001.

DIRECT REPORTS: None (at present)

JOB QUALIFICATIONS:

1. Bachelor's Degree (B.S.) in Engineering.
2. Entry level out of college.
3. Must be fluent in word processing and software.
4. Ability to obtain, analyze, and correlate statistical data.
5. Ability to work in a team environment.
6. Availability for travel domestically for training and/or project work. (< 10% of time); air travel likely.

PHYSICAL DEMANDS:

1. Ability to lift weights of up to 50 pounds.
2. Manual dexterity.
3. Adequate sight, speech, and hearing abilities.
4. Periodic standing, sitting and walking.

WORK ENVIRONMENT:

1. Work near moving mechanical parts.
2. Possible exposure to fumes or airborne particles.
3. Possible exposure to heat
4. Exposure to moderate noise.