

1.0 JOB DESCRIPTION SUMMARY

- 1.1 The basic function of this position will include but is not limited to set up injection mold and other parameters defined by management.

2.0 REPORTING RELATIONSHIP

The Setup Technician I will report to the Shop Foreman of Select-Plastics. Position may provide general management direction in the absence of the Shop Foreman and General Manager.

3.0 JOB REQUIREMENTS

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. The requirements listed below are representative of the knowledge, skills, and/or abilities necessary to may be made to enable individuals with disabilities to perform these essential functions.

3.1 EDUCATION

- 3.1.1 Required: High School Diploma or G.E.D
- 3.1.2 Preferred: Associates degree and some training in the Plastics Molding Injection business (or related field).

3.2 LICENSING/REGISTRATION/CERTIFICATION

- 3.2.1 Required: None

3.3 EXPERIENCE

- 3.3.1 Required:
- Two to five years of experience in production/job shop environment and one to three years direct experience in the injection molding environment as a Setup Technician.
 - High enthusiasm, energy, and initiative.
 - Strong attention to detail and organizational skills
 - Quality conscious and interested in improvement techniques and teamwork.
 - Ability to be a hands-on individual

3.4 SKILLS, KNOWLEDGE, AND ABILITIES

Required job skills include but not limited to: (Performing all tasks and duties necessary to start and maintain production)

3.4.1 Machine Setup:

Knowledge to set setup injection molding machines and tooling including but not limited to ejector, water, nozzle, temperature controller, and auxiliary equipment.

3.4.2 Tidy, organized and detail oriented

3.4.3 Strong mechanical inclination

3.4.4 Successfully complete the SLP forklift certification and driving test

3.5 PHYSICAL

3.5.1 The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.

- **BODY POSITIONS:** While performing the duties of this job, the employee is regularly required to stand for two thirds or more of time. He/she may also be required to stand and/or walk for long periods of time while completing other duties and responsibilities.
- **BODY MOVEMENTS:** The employee must have a full range of body movements including the use of his/her hands and fingers to handle, feel and operate objects such as machines and computer equipment. The ability to bend the body, to reach for objects, and to crouch when needed is also required.
- **BODY SENSES:** The employee must have command of all five senses: sight, hearing, touch, smell and taste. Specific vision abilities required include close vision, depth perception, and the ability to adjust focus. These vision requirements in each area must be sufficient to shift in focus to read machine consoles and for quality inspections of parts produced. Must be able to work with hands to set up machines, machine maintenance and repairs.
- **STRENGTH:** The employee must have the ability to occasionally lift up to 75 pounds.

4.0 WORKING CONDITIONS

- 4.1 This position will be primarily working indoors on the shop floor in varied temperature conditions. Noise level will vary from moderate conditions to extreme and ear plugs should be worn. Odors and air quality may vary and may be unpleasant to some individuals.
- 4.2 Safety glasses are required in certain areas on the shop floor and safety shoes also are recommended. Closed toe shoes are required.
- 4.3 A normal workday is ten (10) hours generally Monday – Thursday. Multiple shifts may be running and Setup Technician I may be asked to work them. Overtime may be required based upon workloads and personnel requirements.

5.0 AUTHORITY

The Setup Technician I is vested with the required operating authority to fulfill the responsibilities of the position as described in Section 6.0 of this job description.

6.0 DUTIES & RESPONSIBILITIES

The duties of the Setup Technician include, but not necessarily limited to, the following:

- 6.1 Observe safety rules within the manufacturing area.
- 6.2 Review production schedule and follow priorities.
- 6.3 Setup all scheduled machines in an efficient and economical manner per requirements.
- 6.4 Follow proper mold clamping procedure.
- 6.5 Clean mold and machine platen after removal.
- 6.6 Assure that all molds are protected and all waterlines are blown out.
- 6.7 Put away molds in proper location.
- 6.8 Mark molds for maintenance, repair and storage
- 6.9 Keep mold bases and mold base accessories clean and organized
- 6.10 Keep company provided tools complete, clean and organized.

- 6.11 May be required to make minor adjustments to processing parameters to avoid minor molding issues.
- 6.12 May be required to ensure machines stay running during scheduled operation
- 6.13 May be required to perform material handling duties and set up production area.
- 6.14 Conduct daily fork lift checks.
- 6.15 Work with Machine Maintenance to insure machines are in optimal condition to eliminate unnecessary down time.
- 6.16 Work with Molding Technician to insure machines are setup in a timely and safe manner.
- 6.17 May relieve employees for breaks and lunch according to policy.
- 6.18 Ensure that the shop is clean and orderly at all times.
- 6.19 Understand and support Operator training program guidelines.
- 6.20 Minor machine repair and maintenance.

Other duties may be assigned

7.0 MEASURES OF PERFORMANCE

The Setup Technician I shall be deemed to be performing in an acceptable manner when the following have been accomplished:

- 7.1 High level of internal satisfaction for the quality in the timely execution of duties.
- 7.2 Ideas and enhancements presented to GM for efficiency and production improvements.
- 7.3 Tools are handled safely accurately and the SLP setup procedure is followed at all times.
- 7.4 Good communication when interacting with management and personnel.
- 7.4 Safety goals are met or exceeded.
- 7.5 Company policies observed.

7.6 MEASURES OF PERFORMANCE: In order to perform your job, you will need to meet or exceed the performance expectations listed below.

Performance	Unacceptable	Below Standard	Meet Standard	Above Standard
Attitude, Teamwork & Communication	Uncooperative, Negative to company and co-workers. Requires immediate improvement. Fails to help when asked. Criticizes company and its employees.	Occasionally complains unconstructively; has varying difficulty with co-workers. Reluctant negative to company and co-workers.	Works well with others and provides help when asked; agreeable and positive.	Readily accepts extra work; very supportive of company and co-workers; flexible and eager to seek out more work and had good attitude towards company.
Attendance	Unexcused absences (more than 2 per year) and/or tardies (more than 2 per month) are unacceptable. Requires immediate improvement.	Unexcused absences (more than 1 per year) and/or tardies (more than 1 per month) is affecting overall performance; must be improved to standard	Consistently reports to work on time and ready to work at the beginning of the shift. Uses only allowed time off.	Always 100% on time and does not use all sick time. Willing to work alternate schedules and overtime as required.
Training	Does not attend training per schedule. Fails to pass courses 3 or more times. Failure to follow trainer's direction. Failure to apply training.	Has difficulty in attending training and passing courses. Trouble applying learning.	Applies training knowledge to job well. Completes and attends required training courses.	Passes all training courses 90% and above. Excels with learned knowledge by assisting co-workers.
Safety	Does not follow safety procedures as agreed. Is not observing unsafe conditions and reporting or correcting immediately.	Sets incorrect example and does not show the ability to follow procedures and guidelines for shop. Immediate action required.	Leads by example, not perfect, but shows the ability to follow guidelines for safety and shop practices.	Leads by example, follows guidelines for safety and shop practices, everyday all day. Others want to have you lead.
Paperwork	Does not complete or know how to complete paperwork per training.	Misses details in paperwork and flow, immediate action required.	Understands paperwork flow and complete in a timely fashion.	N/A
Housekeeping	Does not keep work area clean all the time. Does not put away materials at shift end or leave next shift set up. Does not have close drink containers at machine and eats at machine.	N/A	Keeps work area clean at all times and makes sure next shift is set-up. Picks up behind others when noticed.	Makes sure restroom is clean and has paper products and lunch room is picked up.
Quality	Knowingly passing parts that are not to standard. Not following label standards. Not following inspection/operating procedure. Not getting sample part and having it during run.	Inconsistent in following standards and procedures.	Follow inspection/operating standards consistently.	Assists associates with quality protocol. Suggests improvements and changes to existing standards and/or procedures.

Acknowledgment

I have reviewed and understand the above job description and believe it to be *accurate* and *complete*, and I can successfully fulfill each duty or task. I also agree that management retains the right to change this job description at any time.

Employee's Signature

Date

Supervisor's Signature

Date