

Job Description

Job Information

Job Title:	Tolling Plant Process Engineer	Department:	
Reports To:	Tolling Plant Production Supervisor	FLSA Status:	

Purpose

The Tolling Plant Process Engineer is responsible for assisting with the arrangement of equipment to ensure the most efficient and productive process layout. Documents and specifies routine, regular procedures and work instructions for the use of equipment and processes that affect product performance. Evaluates equipment and tools for efficiency. Investigates and initiates corrective actions and performs Root Cause Analysis. Ensures corrective actions are communicated to the production personnel through work instructions or procedure updates and training.

Essential Duties & Responsibilities

- Analyzes routine production and processes. Plans the arrangement of machines within plant facilities to ensure most efficient and productive layout. Plans sequence of operations and specifies procedures for the fabrication of tools and equipment and other functions that affect product performance
- Optimize production equipment to ensure safe and efficient operation
- Tracks and records material balances for each production run.
- Acts as customer technical liaison for customer application and acceptance, related to product or project activity
- Formulate process guides and procedures for production runs
- Prepare written reports after a production run is complete

Qualifications

EDUCATION & EXPERIENCE

- Bachelor's Degree (B.S.) in Engineering from four-year college or university
- Two to five years related experience and/or training

LANGUAGE/MATH/REASONING ABILITY.

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables

COMPUTER SKILLS

- Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.

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Competencies

- **Professional maturity:** The ability to separate emotional feelings from the real issues at hand. The ability to legitimately and objectively challenge the substance of our beliefs and biases of our observations.
- **Responsibility:** The ability to meet commitments made to yourself and others, keeping the promises you make, and acknowledging and accepting the choices you have made, the actions you have taken, and the results they have led to.
- **Communication:** The ability to write and speak effectively using appropriate convention based on the situation; actively listens to others, asks questions to verify understanding, and uses tact and consideration when delivering feedback to others.
- **Flexibility:** Demonstrate responsiveness and adaptability following change initiatives, and demonstrates ongoing support for change efforts.
- **Intelligence:** Understand and comprehend information, as well as find application and value from new knowledge.
- **Energetic:** Exhibits high levels of energy and enthusiasm.
- **Organized:** Methodical and efficient in structuring tasks to be accomplished.
- **Computer Savvy:** The knowledge and ability to use computers and technology efficiently and effectively.
- **Customer Service:** The ability to demonstrate a series of activities designed to enhance the level of customer satisfaction.
- **Job Knowledge/Technical Knowledge:** Demonstrates a sound working knowledge of current role and the technical systems, applications and equipment used in performing this role, and understands the impact this role has on other business functions within the organization
- **Interpersonal Communication:** Writes and speaks effectively based on the psychological, relational, situation, environmental and cultural dynamics within the situation
- **Collaboration and Partnership:** Encourages and embrace dialogue from team members, while anticipating and resolving conflicting differences by exploring mutually agreeable solutions.
- **Manages Change:** Demonstrates effectiveness and flexibility with changing environments, responsibilities, tasks, and people.
- **Problem Solving:** Identifies and resolves issues timely by gathering and analyzing information skillfully.
- **Attention to Detail:** Follows detailed procedures to ensure accuracy in the entry and reporting of data.
- **Organization:** Uses time efficiently by prioritizing and planning work activities.
- **Integrity and Respect:** Demonstrates upmost level of integrity in all instances, and shows respect towards others and towards company principles.
- **Judgment:** Demonstrates ability to make independent and sound decisions in all situations.
- **Teamwork:** Shares key information with others involved in a project or effort, works in harmony to accomplish objectives, responds with enthusiasm to directives, and shows support for departmental and organizational decisions.
- **Quality:** Sets high standards and measures of excellence to ensure quality assurance in every aspect of work performed.

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- **Accountability:** Takes personal responsibility and ownership for adhering to all company policies and procedures while also completing work timely and in accordance with performance expectations.

Physical Requirements

- Raising objects from a lower to a higher position or moving object horizontally from position to position.
- Ascending or descending stairs, ramps and the like, using feet and legs and/or hands and arms
- Bending legs downward and forward by bending leg and spine.
- Standing, particularly for sustained periods of time.
- Those activities in which you must convey by spoken word detailed or important spoken instructions to other workers accurately, loudly or quickly.
- Close vision (clear vision at 20 inches or less)
- Moderate physical activity performing somewhat strenuous daily activities of a primarily product/technical nature
- Exerting up to 50 pounds of force occasionally to lift, carry, pull, or otherwise move objects.
- Manual dexterity sufficient to reach and handle items and work with the fingers

Working Environment

- Well-lighted, heated and/or air-conditioned indoor office/production setting with adequate ventilation.
- Work near moving mechanical parts
- Loud (examples: metal can manufacturing department, large earth-moving equipment)
- Regular—Monday- Friday 7am-4pm