PROCESS ENGINEERING TECHNICIAN- JOB DESCRIPTION

FLSA STATUS: Exempt REPORTS TO: Sr. Process/Dev. Eng PREPARED: 08/12/16

GENERAL SUMMARY
This position supports a Senior Process / Development Engineer on assigned processes and/or products. The incumbent collects process data and provides information to the Sr. Process/Development Engineer. The incumbent gains experience and technical knowledge to aid the development of new materials and/or improve existing materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Develops and maintains procedures (SOP’s), work instructions (SPI’s), material specifications and prints for assigned products to insure customer expectations are met.
2. Develops procedures for new equipment.
3. Develops training materials (procedures and presentations).
4. “Hands-on” work producing and preparing samples.
5. Safely work with hazardous chemicals (solvents, acids, etc.)
6. Works closely with Sr. Process/Development Engineer, Production, lab and maintenance team members to address issues related to processes and/or products in our 24/7 manufacturing facility.
7. Trains production team members on new processes.
8. Maintains an understanding of evolving technologies relevant to our materials and products and supports business development activities.
9. Responsible for performing job duties in a safe and conscientious manner, following all procedures, programs, and policies established for specific department and calling attention to any unsafe acts observed in the work of others.
10. Other duties as assigned.

EDUCATION AND EXPERIENCE
1. A.S. degree (Materials Science, Ceramic Engineering, Mechanical Engineering, or Chemical Engineering); Applicable experience will be considered in lieu of degree
2. 0-2 years experience in manufacturing.
4. Superior communication (oral and written) and interpersonal skills, attention to detail and problem solving skills.
5. Proficient in Microsoft suite (Word, Excel, PowerPoint, Outlook).
6. Exceptional technical skills, analytical ability, judgment and strong operational focus.
7. Excellent organization and time management skills.

Approved:

Employee Date Manager Date

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