



ASPEN RESEARCH CORPORATION JOB DESCRIPTION

PURPOSE:

General extrusion compounding associate responsible for setup, operation and troubleshooting of equipment and processes for manufacturing and support of manufacturing.

PRIMARY RESPONSIBILITIES:

- Responsible for setup, operation and troubleshooting of production equipment and processes to produce materials to meet customer specifications.
- Support design, development and new product realization activities in conjunction with Project Managers and Extrusion Compounding Technicians.
- Monitor and record processing conditions, material usage, changes in process, and activities associated with production processes and/or development.
- Handle materials for production processes by use of basic and advanced Warehouse Management System (WMS) functions.
- Perform Quality Control tests (QC) to verify production processes and materials properties. Identify trends and correct processes to ensure conforming product.
- Shift Leadership (If Designated by Production Manager)
 - Demonstrate leadership, motivational skills and organization of small teams
 - Responsible for progress and completion of production task on designated shift
 - Responsible for performance oversight and delegation of tasks to shift team members
 - Report activities and events relevant to production efficiency to management
 - Manage schedule and time off requests of shift team members to maintain line operation
 - Offer technical support and seek support from maintenance and engineering
- Trainer (If Designated by Production Manager)
 - Work with Training Coordinator to train and prepare for testing of team members for concepts of safety, quality, extrusion compounding and other processing equipment operations.

SECONDARY RESPONSIBILITIES:

- Promote associate growth and development within the operation team
- Provide assistance with continuous improvement efforts related to production
- Other responsibilities as assigned by Production Manager

DIRECTION OF OTHERS / MANAGEMENT:

- Reports to Shift Lead and Production Manager
 - May receive information and instructions from Engineering and Production Project Managers
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QUALIFICATION AND SKILL REQUIREMENTS:

- High school diploma, GED or equivalent required. Some post-secondary education or military experience preferred.
 - Self-motivated with ability to work alone and in small teams with good interpersonal skills.
 - Proficient verbal and written communication skills.
 - Able to follow verbal or written instructions, warnings and product information (including safety and technical data) with an attention to detail.
 - Proficient basic math skills (addition, subtraction, multiplication, division, etc.)
 - Basic computer skills including MS Office products and using basic databases / forms.
 - Strong problem solving, decision making, mechanical aptitude and organizational skills
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PHYSICAL REQUIREMENTS

- Must be able to walk and/or stand for an entire 8 hour shift.
- Must be able to lift and carry 50 pounds at waist level, a distance of 30 feet without assistance frequently in an 8 hour shift.
- Must be able to climb and descend a flight of stairs with and without load frequently in an 8 hour shift.
- Must be able to operate a forklift, scissor lift, pallet jack, hand carts, etc.
- Must be able to effectively use standard personal protective equipment (PPE), especially eye, foot, hand and inhalation protection.
- Ability to work in environments with common chemicals to the plastics industry known to cause exposure sensitivities.