

## Job Description

Job Title:	<b>Process Engineer (Rubber)</b>	Approved By:	Giovanni Tracanella
Department:	General Factory	Grade:	
Reports To:	VP of Operations	Date:	8/01/2022

### SUMMARY

The primary focus of this position is to support the creation and implementation of rubber compounds under direction from the Product Development Chemist to meet or exceed company KPIs.

Responsible for optimization of mixing, preforming, processing and molding; working with manufacturing and laboratory colleagues. Assist in general problem solving; testing of raw materials and resolutions of in-process problem to eliminate defects; and other similar duties to support new applications and improvements to materials and manufacturing processes.

Duties require effective verbal and written communications skills; visual attention to written and computer screen detail; ability to move throughout department and company facilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Develop and improve compounds which meet or exceed customer specifications.
2. Provide Customer Satisfaction and/or internal and external customers with information on compound applications and specifications, as well as appropriate test data for the customer.
3. Communicate with team members to evaluate projects, establish schedule for completion, and provide updates to the VP and President.
4. Problem solve issues in manufacturing through chemistry, engineering and process improvement.
5. Work to minimize seconds, scrap, WIP and cost of products as part of lean and achieving KPI.
6. Maintain accurate records of projects in compliance with ISO procedures and processes.
7. Review and approve supplier generated Certificates of Analysis.
8. Work with our suppliers to evaluate new products that could improve processing, enhance properties and/or reduce costs.
9. Communicate and work with other Vibram facilities, customers and suppliers.
10. Participate in teams to investigate, purchase and commercialize new equipment and processes.
11. Regular and reliable attendance is a requirement of the job.
12. Perform other tasks requested.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B.S.) from four-year College or University;  
3-5 years of experience. (Preferred)

## **LANGUAGE SKILLS**

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 effectively present information to top management, public groups, and/or boards of directors.

## **MATHEMATICAL SKILLS**

Ability to write and scale formulas, analyze data, use predictive modeling and set tolerances using mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.

## **COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical – Synthesizes complex or diverse information; collects and researches data, uses intuition and experience to complement data; designs work flows and procedures.
- Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations, uses reason even when dealing with emotional topics. Uses root cause analysis to minimize the risk of problems reoccurring.
- Customer Service – Manages customer requirements, responds promptly to customer needs; solicits customer feedback to improve service; by meeting commitments.
- Oral and Written Communication – Speaks and writes clearly and persuasively in positive and negative situations; listens and gets clarification; responds well to questions, demonstrates group presentation skills, participates in meetings.
- Teamwork – balances team and individual responsibilities; exhibits objectivity and openness to others; views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- Delegation – Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.
- Quality Management – looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

- Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
- Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decision; includes appropriate people in decision-making process; makes timely decisions.
- Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality
- Quantity – Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.

## **REASONING ABILITY**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formula, scientific equations, and graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

## **COMPUTER SKILLS**

To perform this job successfully, an individual should have knowledge of

- Microsoft Office
- CAD/CAM skills (preferred)
- Experimental Design (useful)
- Ability to learn mixing automated system