



Material Sciences Corporation

Engineered Materials and Solutions Group

POSITION DESCRIPTION

Title: Process Engineer A Grade: 13

Location: Walbridge Dept: Quality/Plant Overhead

Reports To: Quality Manager/Operations Manager

Employees Supervised: 0 (Directly)

2-4 (Indirectly)

Other Metrics:

CONC Reduction (per annual targets)

Corrective Action Closure (< 60 day avg)

PE Scorecard (Quarterly)

POSITION PURPOSE:

To provide focus on reducing process variation on customer critical items thru the use of Lean, Six Sigma, 8D or other quality problem solving methods that result in hard savings relative to CONC. Validation of sustained change using statistical tools and analysis. Leadership role since senior level indicates advanced skills and/ or experience.

ESSENTIAL FUNCTIONS:

- Provide direction and next level support to entry level/ non-tenured Process Engineers.
- Champion projects/ communications and planning with IT and Engineering for significant systems and Capital changes. (Items that cannot be handled thru a standard ART Request or Helpdesk ticket – capital over \$10,000).
- Update and maintenance of production standards for respective facility/lines
- Investigate and analyze customer concerns and HFI and claims on a quarterly basis to identify Top 5 opportunities for CONC improvement.
- Work with production, maintenance and engineering personnel and outside resources to resolve and eliminate equipment malfunctions.
- Solve problems, design equipment and develop processes using diversified technical knowledge while ensuring compliance to all environmental regulations.
- Provide process change documentation and procedures and conduct necessary training as projects are completed and/or new equipment is installed.
- Train Production Supervisors & Production Team members on containment and corrective action process changes.
- Must be able to manage multiple projects simultaneously to maximize efficiency and take advantage of gaps in project timelines.

- Use DMAIC or other appropriate process to reduce variation or resolve chronic issues.
- Train and support Supervisors and Production Team members to promote/ build a Lean Continuous Improvement culture.
- Generate and post reports on annually, quarterly, monthly and weekly concerning each projects CONC information.
- Pulling baseline data & quantifying improvements for Continuous Improvement projects via Statement of Work.
- Actively participate in the Environmental Management System improvement process/ ISO 14001.
- Actively participate in the Quality System Improvement/ TS 16949 process.
- Oversee the efforts of outside contractors under their direction to ensure timely project completion and enforcement of safety and environmental procedures.

NON-ESSENTIAL FUNCTIONS:

- Drive the development of a lean continuous improvement culture.
- Carry out special projects as assigned.
- May perform other duties assigned or assumed as time or circumstances necessitate
- Support a safe and healthy plant culture (Safety training & awareness).

POSITION REQUIREMENTS:

- Detail work oriented with above average organizational and communication skills and ability to work and succeed in team.
- Bachelor's degree in Engineering preferred (or equivalent combination of education, training and experience)
- 6+ years of technical experience within a manufacturing environment, with applications experience to paint and metal coatings.
- Advanced knowledge in quality control; Six Sigma Black belt or Master Black belt preferred.
- Advanced knowledge of 8D and exposure to other Problem Solving methods (i.e. Kepner Tregoe, DMAIC).
- Proficiency in data analysis & charting computer applications and Microsoft applications (Excel, Powerpoint, Word). Minitab preferred.
- Experience with Statistical Process Control.
- Course work in ISO 14001/TS 16949, APQP, FMEA, PPAP, MSA and Metrology studies preferred.
- Proven history of attaining target savings and project completion over 90% rate.

Prepared by: Jo Bricker/Jeff Ramsay **Date:** 3/27/09

Direct Supervisor/Manager: Jeff Ramsay

Employee: _____

Multiple Incumbents: _____

Next Level Supervisor/Manager: _____

Human Resources: _____

