



Example of Process Technician Job Description

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Our innovative and growing company is hiring for a process technician. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for process technician

- Ensure highest quality standards are met
- Proficient in measurement and adjustment of tubing
- Support activity around the validation process for new SKU's which requires modifying incoming quality inspection documents for new equipment on the PIVOT line
- Responsible for all aspects of their assigned machines, including productivity, and quality of product - must be able to make adjustments and minor repairs to machines
- Assist / perform setups / changeovers of production equipment
- Perform maintenance and repairs of production equipment
- Knowledgeable in the safe & proper start up, shut down, and operation of all process, production, support and auxiliary equipment
- Perform routine PM
- Inspect, operate, & test machinery and equipment to diagnose malfunctions
- Clean & lubricate shafts, bearings, gears, and other parts of machinery

Qualifications for process technician

- Working knowledge of SAP preferably
- Exhibit a high level of skill in organizational work load, process method improvements and prioritizing to support Kaizen/LEAN Manufacturing and the active departmental/corporate goals

- Troubleshoot / repair mechanical and electrical components by using blueprints, repair manuals, and parts catalogs
- Assist in modifications & installation of new or existing equipment