**Cornell Dubilier Electronics**

**Production Process Technician 2nd SHIFT Hours: 3:30 PM – 12:00AM**

**Classification: Hourly**

**Salary: $15.00/hr. + $2.00/hr. shift premium**

**Reports to:** Production Supervisor

**Overview:** In any plant area, the Process Tech will direct the flow and quality of work, operate all machines proficiently, ensure the proper processes are followed, instruct other employees on processes and make recommendations for improvement.

**Duties and Responsibilities include but are not limited to**

* Learn all aspects of 2nd shift departments
* Monitor all jobs when necessary; must be very versatile
* Train and assist new employees on proper job performance per written procedures
* Assist operators with equipment set-up/adjustments
* Direct workflow for optimum efficiency and to meet production needs
* Monitor production processes to ensure product quality
* Ability to work in any department as needed
* Assess work area for recommendations for improvements and initiate those improvements
* Must be able to maintain an excellent attendance record

**Job Prerequisites**

* Minimum 2 years manufacturing experience
* Ability to read/interpret drawings and specifications
* Must be mechanically minded
* Computer literate
* Excellent communication skills
* Must be self-motivated and show initiative

**Education Requirements**

High school diploma, plus a minimum of 2-years post high school education or training

**Physical/Mental Requirements**

* Full body movement
* Must have sight, hearing, and full mental capacity
* Constant alertness
* Ability to lift up to 50 pounds