

May 31, 2019

Req # 2019-019

### **Career Opportunity**

Title: Manufacturing Technician  
Hours: Sunday – Thursday (10:00PM-6:30AM)  
Wages: Grade 8 depends on qualifications  
Reports To: Jamie Nguyen, Production Supervisor 3<sup>rd</sup> shift

#### **Purpose:**

Successfully set up and run manufacturing processes on equipment (presses) using manufacturing documentation (batch records, etc) as your guide. Apply knowledge of web handling, tensions, die handling, sensors, splices, vision systems, PIP systems, coating, mixing and documentation to create quality product. All documentation including batch record is thorough, complete, accurate and timely.

#### **Key Result Areas**

1. Follows safety policies and procedures to maintain a safe work environment.
  - Identifies appropriate safety equipment for the piece of machinery to be used and ensures that all safety equipment is functioning properly before beginning production.
  - Understands and follows safety procedures and reports any incidents or close calls immediately.
  - Operates equipment in a safe manner and leaves the equipment in a clean and safe state for operators that use the press after them.
  - Participates in 6S Audits.
  - Report and document manufacturing and safety improvement opportunities.
2. Produces parts that meet customer quality requirements.
  - Ensure training is current on all SOPs and production jobs you run.
  - Understands and follows cGMP/ISO requirements which include: lot traceability, reconciliation, line clearance, gowning, cleanliness and other specified cGMP procedures.
  - Reads, understands and complies with batch record specification requirements, whether internal or customer supplied which include: materials, set-up diagrams, control charts, run charts, data sheets, drawings and training packets both MBR/PMR. BOE (Bill of Equipment), BOM (Bill of Materials) and BOD (Bill of Documents).

- Completes appropriate process control documents which include: control charts, run charts, First Articles, Data Sheets, Summary Sheets, reconciliation forms and log sheets. Event writing. Navigates IQS to locate forms and SOPs as required.
  - Troubleshoots and adjusts equipment process to meet specification and document events and changes. Evaluates the quality of materials to ensure suitability for use.
  - Calculate dimensions and tolerances using knowledge of mathematics and instruments such as micrometers and vernier calipers.
3. Operates equipment to meet or exceed production estimates while producing quality product that meet specifications. Reduces set-up time and documents for next run.
- Sets up jobs within estimated time frames and according to set-up diagrams & batch records, which includes: noting significant deviations, initiating new set-up diagrams when needed, identifying and obtaining equipment for jobs and identifying proper punch resources.
  - Manages the manufacturing of product which involves: monitoring the materials and equipment at all times: Making adjustments modifications as indicated; and monitoring production output and quality to meet or exceed rates.
  - Operates a variety of production equipment throughout Tapemark operations which may include: punch presses, rotary presses, PLC/PC controlled presses, packaging equipment, specially designed presses; and peripheral equipment such as tension free strippers, air eject systems, stackers, vacuum systems, pick and place, static eliminators, print stations and ink tending.
  - Understands and troubleshoots materials and press
    - Seal bed operation including air pressure, hard stops, and temperatures and up/down movement to seek wear items and air pressure.
    - Gear ratios & maintenance; nip and anvil maintenance
    - Effectively works with a variety of materials on the press, understanding the function and impact in production processes
  - Support technical development runs; make recommendations and suggestions to technical development for improvement of processes.
4. Acts as the team leader, responsible for communications and the quality accuracy for the entire process, including packaging. Gives work direction to the crew of co-workers assigned to the machine. Positively work with co-workers and managers to develop a team environment where individuals work in an effective and productive manner.
- Projects a positive, respectful, professional, enthusiastic and supportive approach in interactions with others.
  - Communicates issues and solutions in a professional manner with co-workers, supervisors, managers and other departments.
  - Provides training or assistance as needed and also requests assistance when needed.

- Leaves work area and equipment in a safe and operable, clean condition and provides proper documentation and information for next shift operators.

5. Performs other duties as assigned by the supervisor or other TM leadership.

6. Follows the spirit of Ericka core values, excellence, responsibility, integrity, community, knowledge and attitude.

#### **Job Qualifications**

- High School diploma or GED
- Technical degree, Associates or Bachelors preferred
- Successfully operate all required types of machines
- Knowledge of SPC, GMP and ISO 9000 documentation and procedures preferred.
- Experience working in the highly regulated pharmaceutical environment preferred

We're looking for people who share our commitment to *Excellence, Responsibility, Integrity, Community, Knowledge and Attitude.*

If interested in this opportunity please complete an internal application, attach resume and send to Human Resources by **Friday, June 14, 2019.**

Equal Opportunity Employer