

Job Description – Process Development Technician

Employee Name: **Name**

Start Date: **Start Date**

Department: Operations

Employee Status ☒ Full-time ☐ Part-time ☐ Temporary ☐ Intern

FLSA Status: ☐ Exempt ☒ Non-Exempt

Job Summary

This position is primarily responsible for supporting the development, optimization and transfer of new medical devices, processes and technologies.

Essential Functions

- Builds product through all phases of Product Development in both a cleanroom and general manufacturing environment
- Assists in the design of fixturing and procurement of equipment
- Installs and maintain equipment / fixturing
- Utilizes manual and/or automated measurement equipment/tools.
- Accurately drafts and optimizes manufacturing procedures
- Assists in identifying and implementing process improvements
- Proficient at solving problems in a timely manner
- Understands cause and effect as it pertains to process development
- Works with a positive attitude and acts within the corporate guiding principles
- Teaches and trains others on performing manufacturing procedures
- Manages and executes development builds and associated build records

Education, Experience, Required Skills

- Strong technical ability
- Focus on quality
- Knowledge of medical component or device manufacturing is preferred
- Ability to work well with teams
- Experience working in a cleanroom environment
- Motivated with a strong attention to detail
- Strong written and oral Communication skills
- Education and/or Experience:
 - High School Diploma or GED
 - 2-year degree or related vocational education preferred or 5-7 years equivalent industry experience
- Ability to handle and be trusted with confidential and/or sensitive information.
- Able to work in a fast-paced, constantly changing environment.
- Ability to be flexible and to handle multiple projects in an organized, timely manner.
- Able to problem-solve, work under pressure, and to effectively manage stress.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer or microscope
- Prolonged periods of standing
- Must be able to lift up to 25 pounds at times
- Possess the manual dexterity to assemble products or machines as directed
- Must have excellent hand-eye coordination
- Ability to differentiate between colored wires, tabs, and electronic components
- Must wear gown, gloves, and ear protection if applicable

Authority and Responsibility

- Accountable for their performance and will have authority as delegated to complete their tasks and objectives.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

I have reviewed and determined that this job description accurately reflects the position.

Reviewed by: _____
Employee Date

Reviewed by: _____
Manager Date