

## Process Engineer

### Job Description

April 27, 2022

#### **Overview:**

The Process Engineer optimizes current automation equipment and recommends new automation to streamline our production process. They coordinate with the technicians to ensure our planned maintenance is performed. The Process Engineer manages our Quality Control Program and tests inbound raw materials. They also test outbound finished goods pallets.

The Process Engineer coordinates with our engineering team, production personnel, 3<sup>rd</sup> party quality audit personnel, and our customers to produce industry leading Composite Pallets for Industry.

#### **Superior Performance Objectives:**

- Solidworks skills
- Throughput and reliability (up-time) of our automation equipment
- Successful Quality Control Audits
- Creation of new Production Automation and Automated Test equipment
- Programming modifications (PLC) during changeovers of equipment
- Ensure projects are executed efficiently: execution time (Gantt), cost (budget), and functionality.
- Clear communication with management, engineering, and production personnel to resolve issues quickly (responsiveness).
- Positive 360 Degree Survey results.

#### **Qualifications:**

- Bachelor's degree in an engineering discipline: Mechanical, Plastics, Material, Manufacturing, Electrical, Controls, Industrial or a related degree.
- Strong mechanical aptitude.
- Strong process automation aptitude.
- Strong Quality Control aptitude.
- Preventative Maintenance Experience
- Comfortable with Automation: Robotics and Controls (PLC)
- Experience with PLC's a plus
- Has worked with AC/DC motors, sensors, encoders, conveyor, photo eyes, and PLC's
- Experience working with Solidworks (CSWP)
- Very application literate with general Microsoft Office products.
- Ability to produce fabrication drawings from 3D models efficiently.
- Strong, effective communication skills
- Positive, team-oriented attitude
- Desire to succeed
- Ability to analyze engineering problems and develop creative solutions
- Excellent organization and prioritization of daily tasks and projects
- Ability to multi-task while maintaining progress toward completing tasks.

**Attributes:**

- Creative
- Very strong technically
- Ability to focus and move quickly through the available options
- Capable of assimilating collaborative teams to reach a common technical goal.
- Enjoys technology and how it can be applied to real world applications
- Team player, open to different and opposing ideas
- Excellent communication skills
- Has a good sense of the cultural heartbeat of our company.
- Responsive to requests.
- Positive, Energetic, and Optimistic
- Comfortable operating independently, autonomously
- Work well with others on the Artistic team. Has fun!
- Ambition and desire to succeed.

**General Duties:**

- Work on variety of engineering projects –process improvement, quality control, equipment maintenance, product development, research, and development.
- Develop 3D models (Solidworks)
- Develop Production Processes
- Test processes for quality and repeatability
- Test material properties
- Up time of production equipment
- Reduction of process cycle times while improving quality
- Programming and maintaining equipment
- Maintain Quality control standards
- Program equipment and Automation Systems
- Solves technical problems either individually or through collaboration / subcontracting with our equipment manufacturers.
- Assists in successfully taking the new products to market
- PLC Programming and controls wiring
- Working with industrial robots, motors and encoders, power, pneumatics, hydraulics, WIFI communications, and safety systems.
- Safety: no injuries on the production floor.
- Develop designs for manufacturing and material handling equipment from concept to detailed fabrication drawings.
- Help resolve engineering issues as they arise on the production floor by collaborating closely with vendors and the shop.
- Be a great team player and contributor within the office.
- Maintain office area clean and organized.
- Work with management to prioritize projects on macro level; ability to prioritize individual tasks on your own.
- Complete all administrative tasks in a timely manner.
- Develop equipment maintenance manual and appropriate project documentation.



- Develop “Standard Operating Procedures” (SOPs) for the various work cells using text, images, and video.
- Work well with the Production Associates, pitch in where needed. Spend part of time on the production floor assembling the equipment you designed to better understand how the components come together.
- Work independently as well as take direction and collaborate with others.
- Participate in corporate social events
- Other duties as assigned

**About Artistic Composite Pallets:**

Artistic Composite Pallets produces industry leading, automation ready, creative, and inspiring composite pallets using world class engineering, cutting edge manufacturing, and inspiring imagery.

To meet these goals, we provide a work environment that our people are proud of and committed to, where all employees have an opportunity to contribute, learn, grow, and advance based on merit. We ensure our people feel respected, are treated fairly, listened to, and are engaged. Above all, we want satisfaction from accomplishments and friendships, blended personal and professional lives, and to have fun as we compete in the marketplace.

In addition to exciting work at a growing company, we offer the following benefits:

- Health, Dental, and Vision Insurance
- 401(k) Retirement Plan with a company match
- Vacation/Holiday Pay
- Tuition Reimbursement
- Volunteer Work
- Company Social Events

**Specific Duties:**

- Scheduled Meeting and Reports:

Description:	Frequency / Due Date:
Weekly Engineering Team Meeting	Weekly
Weekly Corporate Meeting	Weekly
Specific Project Logs / Progress Documents	Bi-Weekly
Design Review Meetings	As needed
Quality Control Meetings	Quarterly
Process Review Meetings	As needed
Spring Cleaning of Office	April
Day of Caring	Annual

Date: 4/27/2022

Version: 2

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_



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Employee Signature Date: \_\_\_\_\_

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