

JOB DESCRIPTION

Position Title	Department	Reports to
Process Engineer - Needlepunch	Needlepunch Operations	Plant Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Full-Time	<input type="checkbox"/> Exempt	

POSITION SUMMARY

A Process Engineer specializing in needlepunch technology and optimizes production processes, while enhancing product quality, and developing innovative solutions in nonwovens manufacturing division. In-depth knowledge of needlepunch technology to drive process improvements, reducing costs, and ensuring efficiency in production operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Analyze and optimize needlepunch processes to improve product quality, reduce waste, and increase efficiency.
- Provide technical support and guidance in needlepunch technology to the production team.
- Develop and implement quality control procedures to ensure products meet company and industry standards.
- Collaborate with the R&D team to develop new products and technologies in the field of nonwovens.
- Train production staff on new technologies and processes, ensuring best practices are followed.
- Maintain detailed process documentation, including process flow diagrams, specifications, and operational guidelines.
- Ensure compliance with all Health, Safety, and Environmental policies and procedures throughout the organization.
- Uphold the Fibertex Nonwovens Quality Policy, guaranteeing that our products and services align with customer expectations.
- Identify necessary improvements in equipment, products, and processes, developing programs to enhance safety and to minimize downtime and improve efficiency.
- Offer technical expertise to evaluate and address potential process risks, including chemical and mechanical hazards.
- Engage in risk analysis, developing strategies to mitigate potential risks.
- Utilize continuous improvement methodologies to drive and sustain reductions in scrap, enhancements in uptime, reductions in claims, and other critical business metrics.
- Define and oversee equipment calibration requirements.
- Capable of building and leading cross-functional teams to achieve improvement goals.
- Develop and maintain Standard Operating Conditions (SOCs) to meet product specifications.
- Establish and regularly review process capability and product specifications, ensuring alignment with customer needs and process capabilities.

- Support certification requirements (such as ISO, TS for Automotive) through documentation, Production Part Approval Process (PPAP), internal audits, and more.
- Travel occasionally to other Fibertex locations and customer sites for collaboration, trial support, and investigative purposes.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor’s Degree in Chemical Engineering, Materials Science, Textile Engineering, or a related field.
- Minimum of 3-5 years’ experience as a Process Engineer, preferably in the nonwovens industry with a focus on needlepunch technology.
- Strong understanding of needlepunch machinery and processes, with experience in process design and optimization.
- Excellent analytical and problem-solving skills with a proven ability to troubleshoot process-related issues.
- Strong communication and interpersonal skills to work effectively with cross-functional teams.
- High attention to detail with a focus on quality and efficiency.
- Familiarity with process simulation software and quality management systems is a plus.

DESIRED ATTRIBUTES

- Understanding of nonwovens products and process a plus.
- Project Management skills desired
- Auto-Cad software experience preferred
- Strong troubleshooting skills and data driven
- DMAIC Six Sigma preferred
- Accustomed to working in a lean process and team oriented
- Understanding of Quality Assurance/Improvement tools, techniques, and Quality Management Systems.
- Understanding and working knowledge of statistical techniques
- Ability to apply “hands-on” approach to leading Team members.
- Excellent computer skills and familiarity with most common software packages.
- Strong interpersonal and leadership skills.
- Ability to write work instructions
- Effective oral and written communication
- Self-motivated requiring little daily direction or supervision

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up

to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

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