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## **PROCESS ENGINEER**

### ***Job Description***

#### **ABOUT US**

*A proven leader in sewage, sump and wastewater markets, TOPP Industries, Inc. offers high-quality environmentally responsible products, including fiberglass, polyethylene and structural foam basins, tanks, basin and tank covers, lift stations, septic tank risers, extensions and accessories.*

*Getting its start out of a 500 square foot garage in Rochester, Indiana, TOPP was started from humble beginnings – and only a few employees. Since that time, TOPP has grown to an internationally recognized brand with over 130 employees and over 300,000 square feet of manufacturing space.*

*At TOPP, we're invested in your future. We pride ourselves on being an organization that allows all of our employees to grow, develop and truly be a part of the TOPP family. We are also dedicated to supporting our local community and the people that live here. TOPP offers a competitive benefits package for full-time, eligible employees including paid health benefits and life insurance, prescription drug plans, 401K with a company match, paid vacation/holidays and more.*

#### **JOB SUMMARY**

Develop and integrate processes for TOPP Industries to achieve quality, cost, and efficiency goals. Identify and troubleshoot fabrication process issues. Work closely with engineering team members. Compile and present data to management throughout product development cycle.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversees and assesses existing processes and workflows. Example are drawing logs, request logs, and prints.
- Optimizes productivity by designing, implementing and testing new procedures.
- Assembles reports to document process status and changes.
- Tracks metrics to discover areas for improvement and monitor upgrades.
- Communicates findings and proposals to upper management.
- Utilizes process simulation software to test and find the most appropriate production strategies.
- Provides thorough instructions for successful implementation of process changes.
- Conducts risk assessments.
- Assesses compliance with applicable safety and quality standards.
- Contributes to departmental efforts by accomplishing related tasks as needed.

#### **SUPERVISORY RESPONSIBILITIES**

Provides leadership and direction to the team of engineers.

### **PHYSICAL REQUIREMENTS**

- Light physical effort required
- Regularly required to sit or stand, reach, bend and move about the facility

### **ENVIRONMENT CONDITIONS**

This job operates in a professional office environment. Will need to go out on the production floor to review processes and observe machine from time to time. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **JOB KNOWLEDGE, EDUCATION AND EXPERIENCE**

- Must have working knowledge of CAD,
- Must have working knowledge of Solid Works
- Must Have working knowledge of Vault
- Helpful to know SigmaNest Software
- Helpful to know steel weld fabrication
- Helpful to know compression mold
- Helpful to know injection molding
- Helpful to know roto molding

### **MENTAL REQUIREMENTS-COMPREHENSION**

- The employee must have the ability to communicate effectively both verbally and written to all levels in the organization.
- Employee must have the ability to understand and follow basic instructions and guidelines
- Ability to identify and resolve problems in a timely manner, gather and analyze information.
- Manage difficult customer situations and respond promptly to customer needs.
- Plan and organize work activities and use time efficiently.
- The employee must be consistently at work and on time.

Job Type: Full-time