

Department: Module Production Line
Position: Production Process Lead Operator
Four positions to fill: 1 position per shift

Position Summary

Evaluate and monitor solar module assembly operations to maintain the process and related or corresponding assembly equipment. Support Process and Equipment Engineering in investigating routine problems and recommend or suggest actions to resolve them. Work within established specs, procedures and written or verbal instructions on a wide variety of technical and/or non-standardized assignments that are semi-routine in nature, where ability to recognize deviation from accepted practices and take corrective action is required. Support the engineering teams in carrying out DOE's or Engineering experiments and report on them. Train and certify to support production by operating solar module production line equipment in accordance with plant policies and procedures. Ensure efficient production operation during shift to meet all factory safety, output, yield, cost, and quality targets.

Essential Functions:

- Run production tools as required in assigned area.
- Inspect parts for any defects or quality issues.
- Stop tools/processes and provide pipeline analysis when tools are producing defective or suspect non-conforming material.
- Work with process engineers to determine root cause and support solution.
- Assist and secure product at risk due to tool or process failure
- Secure suspect or non-conformance product, communicate with process engineers and help with product disposition (hold, release, rework, tool recovery, etc.) when quality of product is at risk.
- Support and carry out special work request or experiments by engineering (short loops, measurements, monitors, DOE's, inspections, etc.) and maintain records.
- Assists in creating, modifying and revising manufacturing work instructions and process flow documentation.
- Evaluate procedures used by line operators and initiate action to implement and maintain procedures that will contribute to the improvement of the production line.
- Provide ideas and corrective actions for ongoing manufacturing issues
- Update and maintain setup sheets and checklist at tools at all times.
- Assist maintenance with trouble-shooting process related issues.
- Work closely with supervisors on new ideas to improve processing procedures or on anything that may improve quality or customer satisfaction.
- Assist in shut downs and start-ups
- Maintain SPC charts and respond to shifts in process
- Train other Process Lead Operators.
- Assist in training new operators.
- Follow all company policies and procedure
- Observes safety and security procedures, report potentially unsafe conditions
- Document all process changes and update documentation.
- Assist in maintaining effective communications between maintenance, engineering and management.
- Cover vacations and personal time off for other Process Techs
- Perform all additional duties as required by the Supervisor, Department Manager or Director.

Education and experience:

- High school diploma or equivalent required.
- Some college level course work preferred.
- 1-3 years previous manufacturing or production line experience preferred.
- Experience as a Production Process Lead Operator in a related field is a plus.
- **Must have had some supervisory or team leader experience.**
- **Must be able to at least cover or run 6 or more stations/tools.**

Skills and Abilities:

- Knowledge of product assembly processes, procedures, and machinery.
- Ability to interpret and execute standardized work instructions accurately.
- Ability to rotate through multiple positions on the production line as required.
- Familiarity with basic hand tools.
- Good reading, writing, arithmetic, and communication skills required.
- Manual dexterity required for operating machinery, computers, and WIP movement tools.
- Ability to analyze and recommend improved area task or work instructions to increase area/shift performance productivity, efficiency, quality, and cost.
- Ability to collect, analyze, and communicate tool shift and daily performance results to shift supervisor.
- Creates an environment of high productivity and enthusiasm across all shift team members to excel or exceed operation or company specified targets.
- Good problem solving skills is a plus.

Skills and Abilities Preferred:

- Knowledge of solar or semiconductor manufacturing processes, procedures, and machinery preferred.
- Experience with new process development and implementation preferred.
- Statistical process data entry, charting, and quality control understanding preferred.

Physical Demands:

- Support a 12-hr production shift schedule as part of the 7 X 24 hour manufacturing operation.
- Frequently lift, carry, move and position objects weighing up to 40 pounds unassisted, when performing essential job functions.
- Able to tolerate chemical or glass handling personal protection equipment (aprons, shields, gloves etc.)
- Will not be allowed to use/wear contacts while handling or working with chemicals.
- Extended time standing or walking on hard production floor with confined spaces, multiple turns, or rooms.
- Bend, stoop, crouch, ascend, and descend on a regular basis when performing essential job functions.
- Constantly observe, assess, inspect, detect, convey, and exchange information when performing essential job functions.

If interested, please submit resume to Julieta Stewart in person or send to jstewart@missionsolar.com