

Title: Process Development Co-op Student

Reports To: Process Engineer

Position Summary: Full-time term position responsible for application of Engineering knowledge on products development, procedures and activities related to continuous improvement, analyzing internal and external issues, and quality assurance. As a member of the Polycast Team you will gain unique experiences working closely with our experienced engineering professionals.

Major Responsibilities of this position include, but are not limited to the following:

- Support engineering, production, and quality in identifying and analyzing internal and external issues as they arise
- Assist with a variety of continuous improvement projects with the goal of developing and improving processes
- Assist with jig and fixture design to improve ergonomics and/or improve process efficiency
- Take part in continuous improvement/Lean initiatives to identify waste and root cause
- Prepare engineering documentation and/or reports
- Familiarization with existing Polycast products
- Perform other related duties and projects as assigned.

Skills & Qualifications:

- Must be currently pursuing a Mechanical Engineering degree
- Proficiency with Microsoft Office, Solid Works and/or AutoCAD
- Experience working in a manufacturing environment
- Knowledge of Operational Excellence or LEAN is an asset
- Knowledge of Power Systems components is considered an asset
- Strong analytical and problem-solving skills, results driven and detail oriented
- Strong mechanical design skills with an ability to build and troubleshoot parts
- Proficiency with basic hand and power tools
- Must have strong oral and written skills
- Self-starter with an ability to adapt to a changing environment and handle multiple priorities

Work Conditions:

- Monday-Friday from 8:00 am-4:30 pm
- 4-month position
- Use of PPE, including safety glasses and steel toed shoes

This job description was discussed with me, and I received a copy.

Name: _____

Signature: _____

Date: _____