



## POSITION DESCRIPTION

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**POSITION TITLE:** Production Engineer Chemist  
**DEPARTMENT:** Monroe Production

**FLSA STATUS:** Exempt

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### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Director of Operations  
**POSITIONS MANAGED:** None

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### POSITION PURPOSE

The Production Engineer Chemist will function as Bona's Adhesive Specialist in Monroe for Bona NAM. This person co-operates with Bona Fastening in Limburg and to develop and maintain a proactive liaison relationship with other Bona personal (special chemists, management, production facility associates, product management and sales), as well as, external personal (suppliers of raw materials, production and measurement equipment, engineering services and others). This person will be responsible for introducing new adhesive formulations and products into the Monroe's Production, as well as, supporting the production. The individual will contribute to a positive team atmosphere and apply policies and guidelines in a fair and consistent manner.

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### POSITION QUALIFICATIONS AND JOB DUTIES

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. BS or Master's in one of the following fields (Chemical Engineering, Chemist, or General Engineering)
  2. Knowledge of adhesive or sealant chemistry and technology, preferred organosilane, PUR or Silicone
  3. Experience with reactive adhesive manufacturing is a benefit
  4. Plant process optimization and troubleshooting experience preferred
  5. OSHA and PSM experience preferred
  6. Bona is using for the adhesive production a special technology uncommon in the US. A training in Bonas facilities in Germany is required.
  7. Ability to know and use laboratory measuring equipment such as rheometers, Karl-Fischer, FTIR, pH-meter and others.
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#### JOB DUTIES:

1. Qualify and approve new suppliers and raw materials for purchase with the Laboratory in Limburg.
2. Introduce of new adhesive formulations and products into the Monroe production
3. Support the production of all adhesives and adhesive related products in Monroe (If necessary handle discontinuation of an adhesive product)

Production Engineer Chemist

4. Document and evaluate the results of raw material inspections, product scale-ups and production batches (quality assurance and control)
  5. Act as general support for quality assurance and control
  6. Independently perform changes and adjustments to the production process and any other production and quality related issues
  7. Communicate and support PM and Sales in adhesive application related technical questions. (if necessary)
  8. Support and improve existing equipment and processes used in manufacturing, as needed.
  9. Develop robust process controls and analytics.
  10. Process adjustment in collaboration with R&D chemists, including production of test samples and developing new/optimized processes.
  11. Responsible for quality inspection, assurance and control.
  12. Maintain expert knowledge of suppliers, raw materials and equipment
  13. Coordinate with R&D on scale-up of new product formulas including initial implementation into raw material databases.
  14. Conduct regular analysis on quality, process and implement corrective action within the lab or production
  15. Contributes to the development and continual improvement of the SH&E Management System(s).
  16. Develop mutually beneficial, respectful, and effective relationships with peers to ensure seamless coordination between departments, maximize synergy, and maintain a shared vision, strategy, and focus.
  17. Able and willing to work necessary hours to meet all project deadlines, travel when necessary.
  18. Other Duties- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
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## CORE COMPETENCIES

1. **Professionalism** - Upholds organizational values, demonstrates sound business ethics, works with integrity and ethically in all situations, and treats others with respect and consideration at all times regardless of their status or position. Accepts responsibility for actions, reacts well under pressure, follows through on commitments, and demonstrates consistency between words and actions.
2. **Analytical** –Synthesizes complex and divers problems or information to systematically identify the cause of the problem, collects and researches data, analyzes the complex data and offers recommended solutions. Designs, implements and utilizes processes, procedures and systems, and aligns areas of responsibility within organizations objectives to achieve results.
3. **Develop Relationships** – Builds and maintains relationships that incorporate cooperation, trust, and respect by devoting the appropriate time and energy to facilitate business transactions. Relates to others while building credibility and rapport, communicates in an honest and straightforward manner, and maintains networks.

4. **Active Communications (Verbal, Written, Listening Skills)** – Clearly expresses ideas, information, and concerns both verbally and in written format in both positive and negative situations. Actively listens, offers full attention when others speak, gives verbal and nonverbal cues of interest, asks questions for clarification, and paraphrases to ensure understanding. Actively seeks and disseminates information from and to a variety of sources, accepts responsibility for ensuring that people have the current and accurate information needed for success, and asks questions to open channels of communication. Demonstrates group presentation skills, presents information and numerical data effectively, and actively participates in meetings.
5. **Attention to Detail** – Completes work in a thorough and complete manner, provides detailed information, and tracks details at all times.
6. **Composure** – Maintains emotional control even under ambiguous or stressful circumstances, including unrealistic expectations, pressing time demands, frustrations, or interpersonal conflict. Demonstrates emotions appropriate to the situation, focuses on solving conflict, and continues performing steadily and effectively.
7. **Responsiveness** – Takes action to meet the needs of others, responds timely without supervision, and minimizes delays.
8. **Productivity** - Meets or exceeds productivity standards, completes work in timely manner, and strives to increase productivity.
9. **Problem Solving & Decision Making**– Able to identify problems, solve them, and show good judgment by isolating causes from symptoms, gathering information from a variety of sources, compiling information and solutions, involving others as appropriate, readily committing to action, and making decisions that reflect sound judgment in a timely manner. Able to identify and choose between multiple options, work well in-group problem solving situations, understand consequences of potential decisions, and support and explain reasoning for decisions.
10. **Safety** – Ensures a safe working environment for employees by providing training, enforcing safety policies and procedures, following safety policies and procedures under all circumstances, and reporting potentially unsafe conditions.
11. **Results Oriented** – Maintains an appropriate focus on short and long term goals, outcomes, and accomplishments, conveys a sense of urgency to make things happen, and displays a sense of urgency about getting results. Motivated by achievement and persist until the goal is reached.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **PHYSICAL DEMANDS**

1. Must be able to remain in a stationary standing position 50% of the time.
2. Must use dexterity to handle small vials, tubes and delicate lab equipment.
3. Must be able to bend, climb stairs, and continuously stand or walk 75% of the time.
4. Must be able to physically run all lab equipment and machines within the Lab.
5. Must be able to position self to reach all areas of lab equipment, including under and above.

6. Must be able to lift and carry 15-25 pounds and frequently move equipment weighing up to 50 pounds.
7. Must be able to communicate effectively by listening and also in both written and verbal forms

## WORK ENVIRONMENT

1. Generally, works in a chemical production and lab environment but is also required to perform job duties in a typical office setting.
2. This position regularly requires large amounts of time to be spent using lab and production equipment, which generally entails regular and repetitive motions along with exposure to loud noises and chemical material. All safety procedures should be adhered to in these situations.
3. This position also requires some amount of time to be spent using computer equipment, which entails regular and repetitive motions.
4. Will regularly be exposed to fumes, airborne particles, or chemicals. All safety procedures should be adhered to in each of these situations.

## SIGNATURES

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This job description has been approved by all levels of management.

**Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Human Resources Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

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

**Date:** \_\_\_\_\_

Bona US is an at-will employer. Therefore, both the employee and the employer retains the option of ending the employment relationship with the Company at any time, with or without notice or cause. Neither this document nor any other oral or written representations may be considered a contract for any specific period of time.