



## **R&D Engineer – Associate Development Program**

### **1) POSITION OVERVIEW**

The successful candidate will be a recent college graduate that will enter H&V's two-year Associate Development Program. This program will provide structured training through a series of rotating assignments at various H&V locations. At the conclusion of this period, the R&D Engineer will be assigned to one of our US facilities in Massachusetts, New York, Virginia, Georgia, or Oregon depending on business need. The R&D Engineer will explore new raw materials, research customers' product applications, and acquire technical knowledge of H&V's engineered paper and nonwoven manufacturing processes using sound engineering principles including Six Sigma methodology. These efforts will result in one or more of the following: improved product quality, less waste, reduced cost, improved reliability, increased efficiency, increased speed to manufacture, improved employee safety, improved environmental status and greater overall manufacturing capability.

### **2) RESPONSIBILITIES**

At the conclusion of the program, the R&D Engineer will be assigned to one H&V location and will have the following responsibilities:

- Research current and future technologies necessary for H&V's business.
- Develop new product prototypes whose functional specs are defined by the customer and H&V Marketing & Sales.
- Document and communicate these efforts.

### **3) QUALIFICATIONS**

- Advanced degree in Chemical Engineering, Materials Science, Paper Science, or equivalent, PhD preferred.
- Excellent interpersonal skills with ability to interact with individuals at all levels, both internal and external.
- Excellent written and verbal communication skills.
- Team player who fosters cooperation and collaboration between engineering, production, research and development and any other entities involved.
- Good problem-solving and organizational skills with ability to manage multiple projects.



#### **4) LOCATIONS**

The R&D Engineer will be placed into a two year training program. This program will consist of 4 six month assignments at H&V locations as follows:

- 3 six-month assignments in West Groton, MA; Easton, NY; Floyd, VA; Hawkinsville, GA; and Corvallis, OR.
- One 6-month international assignment in Germany, England, Mexico, or China.

#### **5) REPORTING STRUCTURE**

During the duration of the training program, on a day to day basis the R&D Engineer will report to their Sponsor, who typically will be the lead R&D Lab Manager or one of their direct reports. In addition, the R&D Engineer will have dotted line reporting responsibilities to John Fitzgerald, VP of Technology in E. Walpole, MA (or his designated representative). John will serve as the program Mentor and training oversight manager for the duration of the training program for all R&D Engineer to insure consistency of training and act as training liaison between sites.

#### **6) R&D TRAINING**

At each location, the R&D Engineer will be tasked with developing a complete and thorough understanding of the R&D process at that location. She/he will be expected to complete the following in order to demonstrate their understanding:

##### ***Technical Research***

- Research current and future technologies necessary to advance H&V's nonwoven capabilities.
- Demonstrate knowledge of manufacturing processes and product applications.
- Communicate with business unit marketing staff and formulate a white paper defining new technologies, materials, and patents that will affect H&V's business.
- Become proficient at the steps required to file for a patent.
- Review recommendations on new products and technologies that H&V may patent.

##### ***Product Development***

- Assist R&D engineers and technicians in the development of new products for specialty applications as requested by Marketing, Sales, and the marketplace.
- Demonstrate an understanding of how R&D collaborates with Marketing to prioritize and manage development projects.
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- Develop an expertise in using Six Sigma tools and Design of Experiments. Extensive training will be provided. These tools will be used to design the experiments necessary to develop innovative formulations that will enhance the product portfolio of H&V.
- Provide planning and direct assistance in conducting pilot and plant trials.

#### ***Communication / Documentation***

- Maintain a laboratory notebook as a record of training and R&D activities.
- Write monthly progress reports, laboratory reports, trial reports, and customer visit reports. Demonstrate project management capabilities to the R&D Laboratory Manager, Sales and Marketing by tracking and reporting the progress of key projects including schedule, budgets, and estimates to complete.
- Maintain and operate test equipment and direct the efforts of supporting R&D technicians.

### **7) OPERATIONS TRAINING**

At each location, the R&D Engineer will be tasked with developing a complete understanding of the Business Unit, Mill, and R&D operations. These activities will include the following:

- Attend daily and weekly meetings, review daily scorecards, and understand how decisions are made.
- Become thoroughly familiar with the system used for standard set ups and operating conditions.
- Develop a short list of H&V contacts that the R&D Engineer can turn to as frequently as needed until he learns the organization

### **8) FORMAL TRAINING**

During the training program, the R&D Engineer will complete the following three training modules offered publicly by the American Management Association (AMA) and the Boston University Corporate Education Center:

- “Making the Transition from Staff Member to Supervisor”
- “Management Skills for New Supervisors”
- “Principals of Project Management”

Other technical classroom training will be assigned and completed as required. In addition, the R&D Engineer will be afforded training in Six Sigma through an H&V-approved training resource and/or a specific Six Sigma project on the manufacturing floor. The minimum goal will be to achieve Six Sigma Green Belt certification, but he/she will be required to achieve Black Belt certification within 2-3 years of the start of this program.