FUNCTIONAL JOB DESCRIPTION

JOB TITLE: Quality Assurance Technician
DEPARTMENT: Quality
REPORTS TO: Quality Assurance Manager
STATUS: Non-Exempt
PREPARED BY: Human Resources
DATE: May 2015

SUMMARY: Tests and inspects product at various stages of the production process, collects and summarizes quality data to prioritize and direct improvement efforts and conducts problem solving efforts against known and developing quality issues by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Interprets engineering drawings and specifications containing elements of mechanical, hydraulic and electrical systems.
- Tests product at specified stages in the production process for mechanical, electrical and aesthetic product characteristics.
- Conducts audits of finished product and presents findings in a professional manner to affected employees and supervision.
- Schedules, performs and records results of inspection equipment calibration (e.g. calipers, micrometers) and torque tools.
- Performs basic root cause analysis of quality issues found both within and outside of the manufacturing environment.
- Works collaboratively with design and manufacturing personnel resolve issues.
- Measures components / parts using tools such as tape measures, micrometers, calipers, gage blocks, pin gages, protractors and other test and measurement equipment as required.
- Develops and utilizes check sheets and data logs to collect data supporting quality engineering and problem solving activities.
- Prepares graphs and charts of data and communicates findings through e-mail and verbal communication to both individuals as well as small groups.
- Coordinates and plans the disposition of nonconforming product.
- Assists in the development and delivery of quality oriented training activities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION (OR EQUIVALENT EXPERIENCE): Associates degree (A.A.) in related field; or a minimum of 5 years of quality related experience or equivalent combination of education and experience.

LICENSES OR CERTIFICATIONS: ASQ CQT (Certified Quality Technician) desirable but not required.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Understanding of basic geometry and trigonometry. Ability to add, subtract multiply and divide fractions and decimals.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS: To perform this job successfully, an individual should have basic computer skills include Microsoft Word and Excel.

OTHER SKILLS/KNOWLEDGE/ABILITIES REQUIRED: Ability to understand and interpret engineering drawings (blueprints) with preference to understanding of GD&T (geometric dimensioning and tolerancing). Understanding of basic problem
solving tools including the 7 quality tools. Ability to work autonomously and to prioritize daily tasks to achieve set mid and long term objectives. Working knowledge of ISO 9001 a plus.

**CRITICAL PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work will be performed predominately in a shop environment with a percentage of working time in an office environment. Working conditions typical to a manufacturing facility including occasional unassisted lifting of objects up to 50 pounds, kneeling, bending, crouching and reaching above shoulder level. Working primarily indoors with occasional work outdoors and the potential to be exposed to the elements and temperature extremes typical to the local climate.

**EQUIPMENT USED TO PERFORM JOB:** Basic hand and air tools, PPE, multimeter, inspection equipment including but not limited to micrometers, calipers, gage blocks, gage pins, dial indicators, straight rules, protractors, sine bar, height gage, tape measure, etc.

*Each employee should be aware that changes in the job description could occur at any time. Also this job description is not to be considered or construed to be a contract of employment.

**APPROVAL DATE**

______________________________________   ____________________  
Employee Signature  Date

______________________________________   ____________________  
Supervisor Signature  Date