



Job Description

Position: Quality Technician / **Quality Engineer**
Department: Quality Department
Position Reports To: Quality Manager

Position purpose (general summary of this position):

Inspect, test, and approve materials in compliance with written methods and specifications. Champion quality practices and maintenance of quality databases.

Education required:

AS Technical Degree (BS a plus) with a minimum of 3 years technical experience in a Quality role with Electro/Mechanical Equipment. 3 to 5 years of inspection experience preferred.

Skills Required:

- CMM experience w/PC-DMIS programming
- Detail oriented
- Working knowledge of a standards based quality system (e.g.; ISO-9001, etc.)
- Good written and verbal technical communication skills
- PC literate, Microsoft Office®, (SolidWorks is a plus)
- Knowledge of mechanical/electrical systems using assembly drawings and schematics
- Proficient with instrumentation and measurement equipment
- Strong problem solving skills: ability to recognize, diagnoses, and troubleshoot equipment functionality and process problems
- CAPA methods and practices
- Database management

Essential functions of the job (responsibilities):

- Performs repetitive mechanical, electrical, and functional inspection of material
- Nonconformance process flow knowledge
- Identify workmanship, functional, and material defects
- Communicates defects to Quality/Production managers
- Applies established inspection procedures
- Willingness to receive training and train co-workers
- Ensure proper maintenance of inspection records and calibration records
- Assist in First Article Inspection
- Support Quality Management System
- Basic math skills for computing dimensional measurements are required

Physical Demands:	<p>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.</p> <ul style="list-style-type: none"><input type="checkbox"/> Stand under 1/3 of the time.<input type="checkbox"/> Walk under 1/3 of the time.<input type="checkbox"/> Required to sit for long periods of time.<input type="checkbox"/> Use hands to finger, handle, or feel 1/3 to 2/3 of the time.<input type="checkbox"/> Reach with hands and arms 1/3 to 2/3 of the time.<input type="checkbox"/> Talk or hear 1/3 to 2/3 of the time.<input type="checkbox"/> Lift up to 50 pounds under 1/3 of the time.<input type="checkbox"/> The above physical demands include duties such as sitting at work station using PC, making and receiving phone inquiries, packing files, move within company to communicate with other departments.
Work Environment:	<p>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.</p> <ul style="list-style-type: none"><input type="checkbox"/> Working conditions are normal for an office environment and may require occasional weekend and/or evening work.<input type="checkbox"/> Moderate noise (examples: business office with computers and printers, light traffic and visits to factory).<input type="checkbox"/> Some travel (1-3%) to training, trade shows, etc. may be required during the year.