



## **POSITION: Quality Technician / Inspector**

### **BASIC FUNCTION**

This position ensures that all purchased, in-process and completed product is manufactured within specification regarding configuration, dimensions, aesthetics, contamination, surface finish, plating and material properties.

### **WORK PERFORMED**

1. Determine the gaging required to accurately verify product conformance.
2. Perform complex dimensional and visual first article, in-process and final inspections per blueprints or other written specifications as well as verbal instructions.
3. Review material and processing certifications for compliance to contractual requirements.
4. Maintain accurate written product and vendor/operation history records documenting part numbers, lot numbers, quantities, inspection results, inspection dates and the inspector's initials and/or stamp.
5. Visually inspect product for aesthetic compliance and cleanliness.
6. Report all suspect quality product problems to the Quality Manager and follow through with directed resolution.
7. Perform other work-related duties as required per Quality Manager's instructions.
- 8 Support purchasing and production through the formulation of quality plans and requirement reviews.
9. Write inspection procedures and inspection reports.
10. Calibrate test equipment per requirements.

### **MINIMUM REQUIREMENTS**

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 and/or EXPERIENCE**

Trade School or High School diploma; some college or technical training preferred. A minimum of five (5) years of related Quality Assurance and Mechanical Inspection experience or a combination of education and/or experience. A thorough knowledge of blue print reading and geometric tolerance is required.

### **LANGUAGE SKILLS**

This position requires the ability to read and interpret documents such as safety rules and procedure manuals and ability to write routine reports and make log entries. Quality Technician must be able to effectively communicate with management and shop floor personnel.

### **REASONING ABILITY**

A Quality Technician must be able to investigate product problems by reviewing travelers, history forms and certifications to determine the chain of events based on part numbers, lot numbers, quantities, dates and signatures, to avoid potential product non-conformances recalls. Must be able to make decisions concerning the acceptability of product based on specifications, standards and training.