

Job Title:	Quality Technician
Report To:	Quality Manager - Carmi 1309
Department:	Quality
Summary:	Assist in the implementation and improvement of the QMS

Essential Duties and Responsibilities:

1. Ensure quality issues are documented and investigated.
2. Coordinate the investigation of quality issues to determine root cause and implement corrective and/or preventive action.
3. Ensure requirements for controlled documents are met.
4. Ensure controlled equipment, including corresponding records, are maintained.
5. Assist in the development, review, and revision of written instructions, procedures and other QMS documentation.
6. Assist in QMS audits, both internal and external.
7. Assist in the preparation of data, coordinating meetings and recording minutes for TQM and Management Review.
8. Coordinate and document corrective and preventive actions..
9. Coordinate and document third party inspections.

Other Responsibilities:

1. Assist Quality Inspector by acting as relief when needed.
2. Any other duties required by Management or Supervision

Supervisory Responsibilities: This job has no supervisory responsibilities.

Measurement of competency: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Qualifications: 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: Related 2 year degree; or, two years related manufacturing experience and/or training; or equivalent combination of education and experience.

Language skills: This job requires the ability to read and interpret documents such as safety rules, operating and maintenance instructions, shop drawings, and procedure manuals. This job requires the ability to write routine reports and correspondence. This job requires the ability to speak before groups of customers or employees of the organization.

Mathematical Skills: This job requires the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. This job requires the ability to apply concepts of basic algebra and geometry.

Reasoning ability: This job requires the ability to apply common sense understanding to carry out instructions in written, oral, pictorial, or diagram form.

Computer skills: This job requires the individual to have general computer knowledge, as well as, knowledge of accounting software, Microsoft Access software, Microsoft Excel software, Microsoft Word software, and Crystal Reports software.

Certificates, licenses, registrations: A valid driver's license and insurability are strongly preferred.

Other skills and abilities: N/A

Other qualifications: N/A

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.

The employee is regularly required to talk and hear. The employee is regularly required to stand and/or walk on concrete. The employee is occasionally required to lift and/or move up to 25 pounds. The employee is occasionally required to stoop and/or squat repeatedly or bend over and reach into a box repeated throughout the workday. The employee is occasionally required to use hands to finger, handle, or feel and reach with arm and hands.

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.

While performing the duties of this job, the employee is exposed to moving mechanical parts. The employee is occasionally exposed to vibration. The noise level is usually moderate. While performing the duties of this job, the employee could be exposed fumes, fire, or airborne particles.

Authorities for decision making:	N/A
Candidate Requirements / Attributes:	N/A
Dimension of the Position:	N/A
Problem Solving Characteristics:	N/A
Demands for Influencing:	N/A
Summary:	N/A

Revised Date: 12/05/2013

Approved by: Scarlett, Joy