

JOB DESCRIPTION

Job Title: Sr. Quality Technician
Reports to: Quality Manager

Job Level: Technical
FLSA: Non-Exempt

Job Summary:

The Sr. Quality Technician performs specific quality-related functions through all phases of manufacturing, distribution, and production to ensure compliance to blueprint and documented process controls.

*Essential Job Duties:

- Directly supports the development of First Article Inspection reports, In-process and Final inspections on manufactured, purchased, or customer supplied products in accordance with blueprints, specifications, verbal direction and process control instructions.
- Generates and revises inspection plans and process control plans to identify critical processes within manufacturing, distribution, and production; then implements process controls and monitors process to ensure ongoing compliance.
- Collects and analyzes data for trends and root causes of deficiencies.
- Continuously monitors and audits manufacturing, distribution, and production systems to ensure proper inspection of products and compliance to procedures, blueprints, for both regulatory and code requirements.
- Responsible for accurately reporting design/Bill of Material errors information into MRP system.
- Responsible for and ensuring corrections are made quickly as to not compromise delivery commitments.
- Assists in training operators on quality techniques and professionally and effectively interacts with internal and external customers at all levels.
- Troubleshoots customer issues with product using various test and measurement equipment as well as performing in-depth and detailed analysis of the equipment.
- Writes work instructions and confirms team conformance to the job set up and communicates any criteria to the Customer Service and/or Training department
- Controls all pattern room activities to include identification and inventory of existing, new and/or archived patterns, samples and drawings.
- Assists Quality Manager with other duties as assigned.

Qualifications:

- Two-year degree in an accredited related curriculum, or two-year equivalent related experience, or equivalent combination of education and experience. High School diploma required.
- Ability to knowledgeably read and interpret documents such as operating instructions and procedure manuals.
- Ability to write routine reports and correspondence.

- Ability to speak and project a professional image to visitors and customers.
- Ability to calculate figures and amounts such as proportions, percentages, area, circumference and volume.
- Ability to analyze information, perform and report research results, apply a technical aptitude, promote process improvement, document and manage processes, understand manufacturing methods and procedures, and ability to read engineering drawings and specifications.
- Requires computer literacy, with a good working knowledge of Microsoft Office.
- Knowledge and experience of Quality Management Systems, including AS9100/ISO9001.

Supervisory Responsibilities: None.

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.*

This job operates in a manufacturing environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing some duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The noise level in the work environment and job sites can be loud.

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.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift and move up to 25 pounds and occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.*

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By: Kimberly Taha, Director HR