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| **Revision Date:** | January 2022 | | |
| **Job Title:** | Quality Assurance Specialist | | |
| **Department:** | Quality | | |
| **Reports to:** | Director of Quality, Quality Manager | | |
| **Classification:** | Exempt (Salaried) | Non-Exempt (Hourly) | Non-Exempt (Salary) |
| **Status:** | Part Time | Full Time | |

**Job responsibilities:**

**Position specific:**

1. **Quality Technician:**
2. Maintain First Article part/s and VAS board/s (Visual Acceptance Standard)
3. Maintain Process books (with support from Engineering for Packaging; Assembly; and Process instructions). Ensure all parameters on check list are filled in process books during each run.
4. Perform dimensional checks on parts being manufactured.
5. Conduct Internal Audits (System; Process; and Product audits); Communicate results to Supervisors and Director of Quality
6. Receiving inspection and Supplier visits/audits (as needed)
7. Support Production Team to provide Training; and other guidance (as needed)
8. Support Engineering Team in Tool Trials (as needed)
9. Participate in Supplier and Customer problem solving activity (as needed)
10. Lead and participate in Quality Containment actions (as needed)

**Other essential:**

1. Participate in and support Plant-wide Clean; Organized; Safe (5S) initiatives
2. Represent the Quality Function appropriately and professionally to new and current production Team members
3. Build functional and professional relationships with Production Supervisors; Operations/Plant Manager; Process Engineers; Application Engineers; Tool-room Team; and Administrative Team

**Responsibility & Authority:**

1. Stop the manufacturing process if the result does not produce a quality part within specifications.
2. Stop the manufacturing process if there are any safety concerns (and notify management immediately).
3. Quarantine or recommend “stop-ship” of products that do not meet quality requirements

**Qualifications:**

1. Associate or higher degree, and/or demonstrated work-experience in a quality inspection role.
2. Demonstrated understanding of inspection techniques and experience using Calipers; Micrometers; Height gages; Check-fixtures; and Digital camera
3. Strong Team orientation and organizational skills.
4. Proven communicational skills, both written and oral.
5. Demonstrated experience using Word; Excel; and Power Point software

**Level of Procedures, precedents, or instructions established for this position:**

|  |  |
| --- | --- |
|  | Written or established procedures exist for this position |
|  | General procedures or guidelines exist for this position and precedents are established |
|  | Procedures, precedents and instructions are limited for this position |
|  | Procedures, precedents and instructions do not exist for this position |

**Level of Direct Supervision provided to this position**

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| --- | --- |
|  | Direct daily supervision is given or is readily available. |
|  | General guidance is given and work is periodically checked. |
|  | Minimal direction is given and work is infrequently checked. |

**Level of Supervisor Responsibility Assigned to this position**

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| --- | --- |
|  | This position has no supervisory responsibility |
|  | Provides guidance, leadership or training to other personnel without supervising |
|  | Responsible for supervising non-exempt, clerical or office administrative personnel |
|  | Responsible for supervising exempt, professional or technical personnel |
|  | Responsible for supervising supervisory/managerial personnel |

**Approximate number of employees responsible for:** **0**

**Working Conditions Applicable to this Position**

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| --- | --- |
|  | Working in an office environment with florescent lighting in a cubical with occasional limited time in the manufacturing environment. |
|  | Working in an office environment with florescent lighting in a cubical with approximately 25% of the time on the manufacturing environment. |
|  | Working in an office environment with florescent lighting in a cubical with approximately 50% of the time on the manufacturing environment. |
|  | Manufacturing environment, requiring standing in excess of 7.5 hours per day in an environment that may be hot, noisy and dirty. |

**Physical Effort Expected in this position (Check & Explain)**

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| --- | --- | --- |
|  | Minimal |  |
|  | Occasional |  |
|  | Moderate |  |
|  | Substantial | Occasionally lifting up to 50lbs, walking and standing for up to 6 hours per day. |

**Sensory Attention Expected of this Position (Check & Explain)**

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| --- | --- | --- |
|  | Minimal |  |
|  | Occasional |  |
|  | Moderate |  |
|  | Substantial | Should be alert and aware of surroundings, ensuring safety as throughout the plant. |