

DEPARTMENT: Inspection (006) DATE: February 2023

POSITION TITLE: Quality Assurance I, II, III

ACCOUNTABLE TO: Quality Assurance Manager

PRIMARY OBJECTIVE: Inspect, test, sort, or sample raw materials or machined, fabricated, or assembled parts or products for defects, wear, and deviations from specifications. May use precision measuring instruments and complex test equipment.

- Level I: (Entry) Perform routine inspections on a variety of parts with general instructions and minimal supervision, using micrometers, gauges, calipers, templates, or rulers. *Inspector.*
- Level II: Perform first article inspection on all parts without supervision. Programming and using CMM, roamer, micrometers, gauges, calipers, templates, or rulers. *Technician.*
- Level III: Initiate, act or lead individuals or groups in process improvement and waste reduction projects using research data and applying analytical tools. Perform all quality required procedures as defined by plans, prints and cards as well as initiate problem solving and communication with customers. Able to work unassisted. Provide departmental training when required. Capable of using and setting up all diagnostic quality tools when required for part inspections. *Quality Engineer.*

Tasks:

- Work safely, promote safety and abide by all safety rules. (All)
- Discard or reject products, materials, and equipment not meeting specifications. (All)
- Analyze and interpret blueprints, data, manuals, and other materials to determine specifications, inspection and testing procedures, adjustment and certification methods, formulas, and measuring instruments required. (All)
- Inspect, test, or measure materials, products, installations, and work for conformance to specifications. (All)
- Record inspection or test data, such as weights, and quantities inspected or graded. (All)
- Mark items with details such as grade and acceptance or rejection status. (All)
- Measure dimensions of products to verify conformance to specifications, using measuring instruments such as rulers, calipers, gauges, or micrometers. (All)
- Read and understand blueprints, job cards and work instructions to determine specifications, locations of product features, dimensions and tolerances. (All)
- Understand customer prints –dimensions, features, written notes, etc. (All)
- Measure completed workpieces to verify conformance to specifications, using micrometers, gauges, calipers, templates, or rulers. (All)
- Provides feedback to supervisor, Engineering as to fit, tolerance, appearance or questionable procedures and practices. (All)
- Trains personnel as assigned in all areas of accountability. (II, III only)
- Communicates technical, production, quality, safety and inventory concerns to the appropriate

- resource. (II, III only)
- Complete routine paper work, including Inspection records, check sheets and Quality non-conformance tags. (All)
- Perform other duties as assigned. (All)

Qualifications:

- Education - Prefer High School diploma or General Education Degree (GED); with minimum three years work related experience or training or equivalent combination. (Levels I Inspector & II Technician)
- Education - Associates degree or higher; with minimum 5 years work related experience or training or equivalent combination. (Level III - Quality Engineer)
- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods. (All)
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. (All)
- Certification or degree from qualified program. (Level III)

Skills:

- Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance. (All)
- Design — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models. (II & III only)
- Engineering and Technology — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services. (II & III only)
- Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods. (All)

Abilities:

- Precision control demonstrated by the ability to quickly and repeatedly adjust the controls of a machine to exact positions. (All)
- Manual Dexterity verified by the ability to quickly move the hand, the hand together with the arm, or both hands to grasp, manipulate, or place objects in position. (All)
- Be able to visualize how something will look after it is moved around or when its parts are moved or rearranged. (All)
- The ability to see details at close range (within a few feet of the observer). (All)
- The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects. (All)
- The ability to read and understand information and ideas presented in writing. (All)
- Dexterity demonstrated by the ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or place objects. (All)
- Sensitivity to a potential problem including the ability to tell when something is wrong or is likely to go wrong. (II, III only)
- Ability to analyze performance data, determine root cause solutions, determine and initiate efficient process flow. (III only)

Physical Requirements:

- Primary working position is with arms extended in front of the body with upper body bent forward.

- 95% of the job requires standing and moving around the equipment. 5% of the job requires assuming awkward positions including kneeling, squatting or reaching.
- Material movement requires lifting, carrying, twisting/reaching, pushing and pulling.
- The lifting range is from floor level to 64”.
- Must be able to lift up to 40 lbs. with 90% of items weighing between 5 and 30 lbs. Lifting aids are available for items weighing over 40 lbs.

Environmental Exposure:

- Oil
- Grease
- Noise to 88 Dbl

Print Reading Level:

- Intermediate blueprint reading, with an understanding of dimensional tolerancing.

Personal Tools Required: (to be purchased after probation period)

- See the Manufacturing Manager or Human Resources for the list of tools required.

I have received and reviewed the Quality Assurance job description. To the best of my ability, I am able to perform the tasks for Level _____.

Signature

Date