



Quality Technician Job Description

Job Title: Quality Assurance Technician

Job Summary

Perform inspections and tests on incoming material, in process and finished product to ensure that quality standards and process controls are being met throughout the manufacturing process. Generate the appropriate documentation, records, and reports. Support quality, engineering, and manufacturing as needed.

Job Responsibilities

- Perform Incoming Visual/Dimensional (V&M) inspections, in process (SPC), and Final inspections as required.
- Review and verification of certification documentation, inspection and testing of parts for compliance to drawings and/or specifications, detailed documentation of results, generation of certificate of compliance, and proper maintenance of records.
- Generate various quality and process performance reports.
- Generate NCMR reports and initiate corrective actions as needed.
- Maintain IQA inspection database with required records.
- Generate/maintain database for in process and final inspection information.
- Review defect data and generate Pareto charts for distribution.
- Disposition non-conforming material through the MRB process.
- Administration of the Calibration program

Qualifications

- Associates degree in an Engineering discipline
- Minimum of 5 years of mechanical inspection experience.
- Experience and knowledge of Acceptance Sampling plans (Mil-Std 105E) and table usage.
- Must be able to read and interpret mechanical drawings including GD&T.
- Proficient in the use of mechanical inspection equipment including calipers, micrometers, indicators, go/no go gages, and other mechanical inspection equipment. Experience with non-contact optical/laser measurement equipment is required.
- Visual inspection experience.
- Gather data for SPC monitoring. Ability to analyze results and identify out-of-control conditions, trends and runs.
- Able to run controlled experiments under direction of engineering/manufacturing.
- Able to discuss technical problems encountered with manager, engineering, or purchasing staff.
- Ability to prioritize inspection workload.
- Detail oriented and excellent organizational skills.
- Strong communication skills - written and verbal. Ability to work under pressure in a fast-paced environment.
- Experience working in an ISO 9001:2000 Quality System.
- Must have experience with MS Office platforms (Excel, Word, etc.)