



**Job Title:** Quality Assurance Technician  
**Department:** Quality Assurance  
**Reports To:** Quality Assurance Supervisor  
**Direct Reports:** No  
**FLSA Status:** Non-exempt

### **Job Summary**

The QA Technician inspects materials and products for conformance to specifications, using variable, fixed or preset measuring equipment.

### **Job Duties**

- Compares product with parts list, blueprints, specifications or sample model to insure completion and correctness of the assembly or subassemblies.
- Verifies specified dimensions using proper test equipment and procedures.
- Identifies rejected parts with prescribed methods.
- Tests products for structural flaws.
- Maintains records on all defects and number of parts rejected.
- Uses statistical sampling plans when required to conduct inspections.
- Assists in training new inspectors/technicians.
- Responsible for general housekeeping of work area.
- Other duties as assigned.

### **Impact**

- Monitors inspections to ensure compliance of processes and testing required to maintain quality and reliability of products.
- Recommends improvements to Quality Assurance processes, QAS's, and manufacturing processes.
- Communicates with Quality Assurance Team Lead to make necessary changes of audits/inspections.

### **Safety Responsibilities**

- Following all rules, regulations and procedures set forth in the safety manual.
- Promoting safety awareness throughout the workplace.
- Alerting supervisors to any safety hazards they discover.
- Wearing appropriate, proper protective equipment whenever required.
- Using guards on tools and machinery whenever required.
- Following proper lifting techniques using legs and not the back.
- Operating any vehicles, equipment, tools or machines only if they are authorized to do so.
- Reporting any injury or loss immediately to the supervisor/team lead.
- Promoting a positive attitude about safety and never performing any unsafe practice that could place the employee or others in danger.
- Providing information to his/her immediate supervisor if a better and safer procedure can be implemented in performing any operation.

### **Independent Judgment**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.

- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

### **Analysis/Problem Solving**

- Ability to use common sense and knowledge of industry to handle daily questions/issues from workers, managers, etc.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Communication**

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write short correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **Skills/Technical Skills**

- Basic computer skills associated with traditional PC based software such as Microsoft Office required.

### **Knowledge**

- Working knowledge of inspections/audits, standard operating procedures, and ISO standards a plus.

### **Physical Requirements**

- While performing the duties of this job, the employee is regularly required to stand and use hands to finger, handle, or feel. The employee frequently is required to walk, sit, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 35 pounds, and occasionally lift and/or move up to 50 pounds. In the event the employee must move over 35 pounds, a team lift or mechanical device must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **Education**

- One-year certificate from College or technical school.

### **Experience**

- Three to five years related experience and/or training; or equivalent combination of education and experience.