

# Job Description



PURPOSE BUILT.™

**Title: Quality Technician**

**Revised: May 2021**

**Department: Operations**

**Reports to: Plant Supervisor**

## GENERAL SUMMARY

Maintains quality standards by approving incoming materials, in-process production, evaluating/testing finished products, returning them for rework where necessary, and recording the results. Works with members of other functional areas to ensure expectations are met. Excellent communication and leadership skills are a must as well as keen attention to detail.

## SPECIFIC RESPONSIBILITIES

1. Approves incoming materials by confirming specifications; conducting visual and measurement tests; rejecting and initiating return of unacceptable materials.
2. Approves in-process production by confirming specifications; conducting visual and measurement tests, communicating required adjustments to the Plant Supervisor.
3. Approves finished products by confirming specifications, conducting visual and measurement tests, returning products for re-work, confirming re-work.
4. Documents inspection results by completing reports and logs, summarizing re-work and waste, inputting data into quality database.
5. Keeps measurement equipment operating by following operating instructions and necessary documentation of processes; and communicating with the Plant Supervisor when repairs/calibration are needed.
6. Maintains safe and healthy work environment by following companies' standards, processes and procedures.

## KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

1. High School Diploma or GED, or equivalent and at least 5 years of experience within a production environment specifically with a quality focus, problem solving skills, and course work in metrics.
2. Ability to create, read, and interpret engineering prints and documents.
3. Excellent computer skills, including MS Office360 to assist with inquiries or complaints from customers and regulatory agencies.
4. Ability to effectively present information to cross-functional managers.
5. Ability to define problems, collect data, establish facts, and draw valid conclusions.
6. Ability to perform with nominal direction with good judgement regarding the need to seek advice.
7. Has attention to detail, organizational and time management skills which are essential in order to accurately enter data, maintain records, and focus on priorities and handle a fast paced environment.
8. Keen to learn – through on the job training, formal training and personal study.
9. Must be motivated, self-starter with a mindset of continuous improvement.
10. Must be able to operate a forklift and other material movement equipment.
11. Alignment with Pacific's Core Values:

