

Job Title: Quality Technician
Department: 3220 Quality
Reports To: Quality Supervisor

Shift: 1
Location: Owatonna
FLSA Status: Hourly

Position Purpose

- This position utilizes appropriate experience and technical training, under the direction of the Supervisor, to provide quality support throughout all processes included in the Shop Floor Operations. (ie. die cast, stamping, burnishing, e-gard, paint, assembly, and purchasing)

Essential Duties & Responsibilities

- Process Nonconformance Reports, Corrective Action Reports, and Return Material Authorizations daily, which includes, originating reports, verifying defects, initiating or conducting inventory verification, identifying and assigning corrective action responsibility, informing key staff, creating deviations and determining disposition of the product including identifying the appropriate rework process.
- Monitor Corrective Action Reports to insure adequate progress is made in achieving corrective action. Verify the effectiveness of the corrective actions.
- Collect and compile data, analyze data, and complete various quality reports for internal use and upon customer request. (ie. monthly quality reports, process capability)
- Evaluate and recommend changes to process specifications and product specifications based on defect data and customer complaint information to ensure consistency and efficiency.
- Train employees on the AmesburyTruth quality system, including documentation, procedures, measurement techniques, and appropriate sampling frequencies.
- Audit to and understand ISO 9001:2015 standards

Knowledge / Skills / Abilities

- Must be reliable, cooperative and a self-starter
- Read and interpret inventory cards, orders, order numbers, etc.
- Accurately compute numbers and have neat legible handwriting.
- Relations with Others - Has contact with quality personnel, various plant Supervisors, Leads, Shop floor employees, vendors and customers.
- May participate in small group activities such as task groups, safety meetings and other improvement efforts.
- Problem solving and Decision Making - Assesses parts to determine if they meet quality standards, if they do not, work with department Supervisor to find root cause / corrective action.

Qualifications / Prior Experience

- Learning Period - To learn the basics of the job requires three to six months
- To handle all aspects of the job with minimal supervision takes twelve months.

Work Environment / Other Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee occasionally is required to stoop, kneel, crouch and lift. The employee is frequently required to sit, stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.
- The incumbent is required to practice good housekeeping skills and report all safety hazards to his/her supervisor. This promotes a safe working environment for all AmesburyTruth personnel and outside visitors coming into our facilities.