## Job Description

**Job Title:** Quality Control Technician

**Reports To:** Quality Manger

**Department:** Quality

**Duties and Responsibilities:** This job description is not intended to be all-inclusive. An employee may perform other related duties as required to meet the ongoing needs of ACT.

1. Performs inspections of purchased parts, subassemblies, or finished parts to defined criteria using standard physical, mechanical, and/or electrical measurements.
2. Documents the results of the inspections and testing accurately.
3. Assists in the writing and updating of inspection procedures.
4. ~~Evaluates problems and reports to Quality Control and/or Engineering Manager as necessary.~~
5. Complies with all aspects of the quality management system.
6. Certifies product that has been inspected.
7. Organizes work area for orderliness and cleanliness at all times.
8. Maintains count and traceability of product.
9. Inspection of incoming contract material.
10. Understands and complies with QA and ISO and other standards of process, quality, and documentation.
11. Proficient in using various measurement tools.
12. Maintain good working knowledge of the welding characteristics of metals such as stainless steel, aluminum, and titanium.
13. Assure collection of KPI data is accurate and at acceptable levels within the assigned area
14. Ensure ERES and lab organization standards are upheld.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Mustpass a vision and color test (corrected vision is acceptable).

**Language Ability:**

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

**Math Ability:**

Ability to add, subtract, multiply, and divide into all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of basic to intermediate MS Word, Excel, Outlook and related manufacturing applications.

**Education/Experience:**

High school diploma or general education degree (GED); and 2-4 years’ related experience and/or training; or equivalent combination of secondary education and experience is recommended.

**Knowledge, Skills and Other Abilities:**

* Written and verbal communication skills Proficient Math skills
* Working knowledge of measurement instruments Mechanical aptitude
* Working knowledge of ISO 9001 Quality Management System is preferred

**Physical Demands:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands, reach with hands and arms, and talk or hear. The employee is frequently required to sit and or stand for long periods of time. The employee is occasionally required to 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, ability to adjust focus, and ability to see color. The noise level in the work environment is usually moderate.

**Equal Opportunity Employer***It is American Cladding Technologies policy to provide equal employment opportunity for all qualified employees and applicants without regard to race/color, religion, age, sex (including pregnancy), national origin, disability, veteran status, marital status, genetic information, or other characteristic protected by law.*

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