

**Joining Technologies, Inc.**

**Job Description**

**Job Title:** Q.C. Technician

**Department:** Quality

**Reports To:** Quality Control Supervisor

**FLSA Status:** Non-Exempt

**Shifts:** (7:30am-4:00pm), 2nd(4:00pm-12:30am), 3rd(11:30pm-8:00am)

Generous differentials provided for 2nd and 3rd Shift

**Summary:** Responsible for performing in-coming, in-process and final inspection of the product by performing

the following duties noted below. Mechanical inspection experience and mechanical blueprint reading including

G, D &T required.

**Duties and Responsibilities** include the following.

1. Perform inspection of purchased parts, subassemblies, or finished parts to defined criteria using standard physical, mechanical, and/or electrical measurements.\*
2. Document the results of the inspections and testing accurately.
3. Assist in writing and updating inspection procedures.\*
4. Evaluate any problems and report to the QC Supervisor and/or Engineering Manager.
5. Complies with all aspects of the quality management system.\*
6. Certify product has been inspected.\*
7. Organizes work area for orderliness at all times.\*
8. Maintain count and traceability of product
9. Inspection of incoming contract material
10. Clean and package welded parts and assemblies.

**\*\*\*The duties and responsibilities as described above may be supplemented by other duties needed to help drive our organization’s Vision and Core Values.**

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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:**

Knowledge of shop math required. 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 be familiar with word processing software, spreadsheet software, and manufacturing software.

**Education/Experience:**

High school diploma or general education degree (GED); and one to two years related experience and/or training; or equivalent combination of secondary education and experience.

**Equipment:**

Microscope, Metrology equipment, shadowgraph, CMM (preferred)

**Knowledge, Skills, and Other Abilities:**

* Good written English skills
* Good verbal English communication skills
* Good arithmetic skills
* Working knowledge of measurement instruments
* Mechanical aptitude
* Working knowledge of ISO 9001 Quality Management System

**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. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, ability to adjust focus, and ability to see color.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Equal Opportunity Employer****It is Joining Technologies, Inc. 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.*