

Quality Technician: Sr. Quality Technician

Performs analyses and tests of raw materials, packaging materials and/or finished products from manufacturing, to ensure quality standards and compliance to customer and regulatory requirements, and tolerance specifications for the chemical or physical property. Performs a variety of qualitative tests or qualitative assays on samples and to aid in maintenance and certification of test instruments and apparatus to ensure compliance. Prepares and monitors quality statistics and reports. Reviews production records for conformance to procedures. Conducts non-conformance tests of manufactured, packaged or tested product.

Knowledge

Extensive knowledge in specialized functions. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered.

Supervision Received

Minimal supervision. Work may be done without established procedures.

Consequence of Errors

Errors are very difficult to detect and would normally require significant expenditures to resolve.

Contacts

Contacts are frequent with individuals representing outside organizations and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications, require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication.

Work Products (Examples may include but are not limited to)

Continues in regular duties as required. Maintains safe and effective quality assurance operations by motivating and directing the work force. Assists in the administration of activities and assignments and provides leadership to the workforce during quality assurance operations. Identifies problems by evaluating all circumstances and proactively identify potential hazards to personnel, facilities, tooling, equipment and product. Uses knowledge of quality operations and makes recommendations to higher levels to solve problems and interprets/administers management policies and procedures to avoid down time and delays. Applies knowledge and experience to quickly assess, diagnose, develop and implement systems and corrective actions in order to maintain the quality and productivity goals of the team. Motivation of a high performance work team achieved through the incumbent's knowledge, attitude, example and coaching. The incumbent must be able to create a positive attitude and work environment for all personnel involved. Responsible, under supervision, for motivating a high performance work team to meet productivity, efficiency, quality and safety goals of the quality assurance team. Ensures systems for supporting all operations with materials, parts, tools, tooling, process, paper, etc. are adequately maintained to avoid production down time and delays. Evaluates support systems to ensure efficiency and interfaces with all departments in recommending changes as necessary. Conducts meetings and plan work activities in conjunction with the Quality Assurance Managers. Responsible for coordination between Production Control and Manufacturing; effectively organizing work, anticipating production problems, tracking case status, ensuring material availability, etc.

Minimum Education and Experience

Good leadership skills with the ability to motivate and lead others. Skill in interpersonal relationships and training others. Communication skills with various support groups and various levels of management. Computer skills in operating network and personal computer. Knowledge of purchasing procedures and operations. Knowledge of Safety procedures and ability to encourage others to abide by them. Skill in operating inspection equipment, etc., and driving motor vehicles. Skill in reading mechanical engineering drawings and specifications. Ability to organize work to meet with load requirements.