

JOB DESCRIPTION
Team Member- Quality Inspection Group

Department: Engineering
Group: Quality Inspection
FLSA Status: Non-Exempt

Job Status: Full-Time
Reports to: Assistant Mgr, Quality Inspection
Date: January 16, 2015

POSITION SUMMARY

Tests and inspects products at various stages of production process and compiles and evaluates statistical data to determine and maintain quality and reliability of products. Evaluate inspection test data as necessary and prepares various reports. Conducts receiving inspection of supplied products, and conducts final audits of product ready for shipment to customer.

ESSENTIAL DUTIES and RESPONSIBILITIES

- Conducts necessary quality inspections by visual and mechanical means in both a manufacturing and laboratory setting.
- Examine/sort material or product for surface defects.
- Compares product with parts list or sample model to ensure completion of assembly.
- Verifies specified dimensions of product or material using various measuring tools and equipment.
- Must be able to judge defective parts, quarantine, explain defect and report findings.
- May be required to conduct Quality training for manufacturing associates.
- Selects products for tests at specified stages in production process, and tests for variety of qualities such as dimensions, performance and mechanical characteristics.
- Operates inspection equipment (CMM machine, SurfCom, RonCom) needed to perform job.
- Records test data, applying statistical quality control procedures.
- Enters data into computer for analysis.
- Writes and revises work instructions as necessary (Quality Document Maintenance).
- Maintains laboratory test equipment and ensures a clean and safe work environment.
- Participate in a teamwork atmosphere and contribute to various continuous improvement projects and processes.
- Other duties as required.

POSITION QUALIFICATIONS

- Prefer a minimum of one (1) year of related quality assurance experience.
- Prefer knowledge of ISO/QS-9000 standards.
- Must have ambition (the drive to achieve personal advancement).
- Must display autonomy (ability to work independently with minimal supervision).
- Must be detail oriented (ability to pay attention to the minute details of a project or task).
- Must display honesty and integrity (ability to be truthful and be seen as credible in the workplace).
- Must be resilient (ability to recover from, or adjust to, misfortune or setbacks).
- Must demonstrate self-motivation (ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative).
- Must demonstrate technical aptitude (ability to comprehend complex technical topics and specialized information).
- Must be able to work under pressure (ability to complete assigned tasks under stressful situations).
- Receptive to training and performing functions in multiple areas.
- Must possess the ability to perform at required production standards.
- Must be able to work any shift and overtime as needed.
- Ability to read procedures and process guidelines.
- Must be able to record and interpret data.
- Ability to calculate figures and amounts using whole numbers and decimals.
- Ability to read and follow work instructions, procedures and policies.
- Ability to operate computerized equipment is required. (Excel is a plus)
- Must be willing to travel, as this position may require traveling to customer for sorting requirements.

EDUCATION

High School Graduate or General Education Degree (GED) is required.

EXPERIENCE

Experience in high volume manufacturing in the automotive industry preferred.

COMPUTER SKILLS

Ability to operate computerized equipment is required. (Excel is a plus)

CERTIFICATES & LICENSES

No certificates required.

OTHER REQUIREMENTS

Solid work history and willingness to successfully function in a team environment.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

WORK ENVIRONMENT

This position is required to work in manufacturing environment facility. While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals and risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles; extreme heat (non-weather) and vibration. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS – See Physical Demands Description

OTICS USA, Inc. has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.