

Quality Assurance Technician I

Job Summary/Objective

The Quality Assurance Technician I inspects and tests products for conformance to company defined quality requirements, standards, and customer specifications. This position reports to the QA manager.

Essential Functions

The following duties should be performed under close supervision.

- Prepare standard composite and resin test samples using established routine techniques, test standards, processes, and equipment
- Perform tests to evaluate quality or performance using standard test and laboratory equipment
- Generate documentation packages summarizing test specimen preparation and fabrication along with test results obtained
- Assist engineers with process evaluations
- Perform inspections on production materials and prepare certification documentation
- Gather inspection data for review and analysis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies

- Self-motivated, able to work alone and with others
- Able to read and use written instructions
- Must be detail oriented to ensure things are done correctly
- Strong verbal and written communication skills
- Good math skills to perform routine calculations with capability to learn data analysis techniques and understand statistical concepts
- Ability to work in a team environment and treat internal and external customer with courtesy and professionalism
- Good computer skills with general competency to use word processing, spreadsheets, and database programs
- Capable of using shop equipment with ability to learn to run specialized fabrication and test machines
- Ability to organize multiple tasks and focus attention to detail to ensure high level of accuracy in work

Required Education and Experience

- High School Diploma or GED required plus 1 or more years of related experience

Required Certifications

None.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

Exposure to various noise levels can be expected, as well as, work performed in proximity to moving mechanical parts.

Physical Demands

- Regularly required to talk and hear.
- Position requires sitting, standing, walking, bending, kneeling and stooping.
- Frequently lift and/or move items over 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Fine motor skills.

Position Classification

Position is a non-exempt, full-time

Expected Hours of Work

40 hours per week; Monday through Friday 7:00 a.m. – 3:30 p.m. Occasional overtime may be required.

Travel

No travel is expected for this position.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EEO Statement

The Company does not discriminate against any employee or applicant because of the following legally protected characteristics: race, color, religion or creed, national origin, sex, sexual orientation, gender identity, pregnancy (including childbirth, lactation and related medical conditions), age, marital status, physical or mental disability, veteran status, genetic information (including characteristics and testing), or any other characteristic protected by federal, state or local law. This policy covers all personnel practices, including but not limited to hiring, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, selection for training and employee benefits.