



Quality Technician I

EMPLOYMENT AGREEMENT: Non-Exempt

ADVISOR: Director of Global Quality

PRIMARY CHARACTERISTICS:

- **Principles:** Supports and models the company's principles that are identified in the Declaration of Belief and Direction Statement, in all areas of conduct and business.
- **Continuous Improvement:** Develop continuous improvement plans for Quality to provide improvements in capabilities, processes, systems, satisfaction, quality, cost, delivery, and safety using Lean and Six Sigma tools and techniques.
- **Team Work:** Create a positive, energizing, and rewarding environment for all Coworkers. Work closely with other Reell facilities, functional leaders and coworkers to achieve broader corporate goals. Contribute ideas, vision, energy, and passion.

KEY RESPONSIBILITIES:

- **Measurement and Methods:** Secondary resource for updating and creating coordinate measuring machine programs to GD&T and internal standards with some supervision/support. Determine and apply appropriate inspection methods and equipment to meet customer, Reell and industry requirements. Document and maintain CMM inspection work instructions. Work closely with all inspectors in determining both CMM and other inspection needs.
- **Quality System Management:** Assists inspectors in data management of inspections. Perform ECO/ECN responsibilities for revisions affecting inspection plans and coordinate measuring machine programs.
- **Incoming Quality Control (IQC):** Perform component part inspections as required including first article inspections.
- **Outgoing Quality Control (OQC):** Performs final inspections as required. Assists Mfg. Quality Assurance Auditor in assuring customer certification requirements are met. Support second shift manufacturing with quality requirements as needed. Contact appropriate support personnel in times of urgency.
- **Nonconforming Product Process:** Respond to quality problems. Work closely with manufacturing and current product engineering to contain and resolve quality problems as required. Participates in MRB process as needed.
- **Component and Final Part Certification:** Performs qualification and requalification inspections as required by the supplier contact person. Work closely with quality engineers in reviewing and disposition inspection results.
- **Required Data Collection:** Performs inspection and data collection to support customer documentation requirements such as PPAP, Gage R&R, SQRC, Cpk studies, safe launch reports, etc.
- **New Product Qualification:** Performs layout first article inspections with some supervision/support. Perform process capability studies with engineering or manufacturing personnel to understand process variation or the root cause of a problem.

- **Calibration:** Assists in assuring and performing calibration of company measuring equipment and gages used for product acceptance.
Respond to out of tolerance conditions in a timely manner in conjunction with the Manufacturing Quality Assurance Auditor.
Issue monthly Calibration status reports as requested.
- Other duties as required.

SKILLS REQUIREMENTS:

- Adaptability
- Analytical Thinking and Problem Solving
- Continuous Learning
- Quality Focus
- Customer Focus
- Time and Task Management
- Industry and Technical Knowledge
- Ability to review drawings three dimensionally and perform or develop inspection methods to industry standards.
- Knowledge in engineering drawings and related documentation practices using ANSI Y14.5M geometric dimensioning and tolerancing.
- Ability to communicate effectively with engineers in determining and assessing measurement and methods in relation to design intent.
- Understanding of mechanical parts and to become fully capable of using any instrument in the department and instructing others in the proper use of the equipment.
- Functions as an effective team member and leader to harmonious and effective working relationships. Is receptive to constructive suggestions and feedback.
- Able to discern the appropriate level of inspection method and due diligence to meet a wide range of internal/external customer requirements.
- Ability to communicate and train requirements of the Quality System and industry accepted practices in a manner that positively promotes Quality, continuous improvement, Reell's technical capabilities and the growth and development of coworkers.

EDUCATION AND WORK EXPERIENCE REQUIREMENTS:

- High School Graduate or GED
- Minimum of three years experience working in a precision manufacturing environment

PREFERRED REQUIREMENTS:

- Associate degree or equivalent experience in computer programming language(s)
- ASQ Certification; CQT (Certified Quality Technician)
- One to three years inspection experience
- One year CMM programming experience
- Six Sigma Green Belt certification

PHYSICAL REQUIREMENTS:

- Potential domestic and international travel
- May be required to lift up to 40 pounds or sit or stand for long periods of time