



## **JOB DESCRIPTION**

**JOB TITLE:** Quality Control Specialist  
**EMPLOYER:** Global Precision Manufacturing LLC  
**DEPARTMENT:** Quality Control  
**REPORTS TO:** Quality Control Supervisor  
**WAGE:** \$20-\$30/hour DOE

**EFFECTIVE DATE:** 5/10/2022

**SUMMARY:** Designs, develops, implements, modifies, and evaluates raw materials, first articles & final products using approved testing tools and techniques to ensure a quality deliverable product. Supports all QA activities and functions.

### **DUTIES AND RESPONSIBILITIES:**

- Accurately measure and confirm all dimensional tolerances and requirements are met.
- Utilize measurement tools such as caliper, micrometer, height gage, CMM, etc.
- Read and understand complex manufacturing drawings.
- Develops test plans, test data, and test cases that determine the quality and proper functionality of systems being developed.
- Works collaboratively with quality assurance, development, planning, customer support, and other departments/teams on testability, and development of contracted parts.
- Reports status of all testing activities including but not limited to test case development and execution, defect tracking and reporting, integration, user-acceptance, and regression testing activities.
- Develops procedures used to verify programs function according to actual requirements and established guidelines.
- Assist in writing, revising, and verifying quality standards and test procedures for product evaluation to ensure quality.
- Documents, tracks, and verifies defects and fixes across products, platforms, and releases; coordinates with development team to resolve technical issues.
- Acquires and enhances technology expertise; maintains thorough knowledge of evolving quality assurance codes and standards.
- Prioritizes and manages multiple projects within designated deadlines.

- Interacts and collaborates effectively with internal and external team members to assure needs of the company are met.
- Identifies in-house quality issues.
- Prepares impact assessments for process and procedural deviations.
- Maintains quality assurance databases, reports, and files
- Assists in performing audits of external raw material vendors, contractors, collaborators, and other relevant organizations as needed.
- Assists with product nonconformance investigations.
- Performs other related duties as assigned by management.
- Assists with creation of new SOPs and/or revision of existing documentation.
- Follows all safety regulations.
- Assists in qualifying new analytical procedures and instruments.

### **QUALIFICATIONS:**

- Bachelor's degree (B.S.) in related field or equivalent
- Two to four years related experience or equivalent
- Ability to develop clear, concise, and timely oral and written reports.
- Experience with inspection environment, equipment and safety procedures.
- Commitment to excellence and high standards
- Excellent written and oral communication skills
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail
- Demonstrated ability to plan and organize projects
- Ability to work independently and as a member of various teams and committees
- Proficient on Mitutoyo CMM software, Autodesk Inventor, and Microsoft Suite products.
- Proven ability to handle multiple projects and meet deadlines
- Good judgement with the ability to make timely and sound decisions
- Ability to work on complex projects with general direction and minimal guidance.
- Working knowledge of data collection, data analysis, evaluation, and scientific method.

### **COMPETENCIES:**

- **Analytical**--Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- **Problem Solving**--Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Technical Skills**--Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

- **Oral Communication**--Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication**--Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Teamwork**--Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Quality Management**--Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Ethics**--Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Strategic Thinking**--Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- **Judgment**--Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Motivation**--Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- **Safety and Security**--Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Dependability**--Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

#### **REQUIRED EQUIPMENT USE:**

- Computer/Printer/Scanner
- Caliper
- Micrometer
- Height Gage
- Vernier Calipers
- CMM
- Thread Gage
- Pin Gage
- Dial Indicator
- Telephone

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Frequently required to stand
- Frequently required to walk
- Occasionally required to sit
- Continually required to utilize hand and finger dexterity
- Occasionally required to bend, stoop, kneel or crawl
- Frequently required to talk or hear
- Frequently utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Frequently required to lift/push/carry items less than 25 pounds
- Occasionally work near moving mechanical parts
- Occasionally loud noise

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*