



## Job Description

<b>Job Title</b>	Quality Control Technician
<b>Department</b>	Quality
<b>Reporting Manager</b>	Quality Assurance Manager
<b>Company</b>	Dunham-Bush USA LLC
<b>Location</b>	Homestead, FL
<b>Date Updated</b>	Mar 25, 2022

### **General Summary:**

The Quality Control Technician is responsible for execution of Quality Control processes specific to Receiving, In Process and Release Inspections. Performs inspection activities with an authority to release components, parts, and devices to Inventory and with authority to reject nonconforming materials/Products. Works from schematics, engineering drawings and Quality procedures.

All of the above listed but not limited as follows:

## **Duties & Responsibilities**

- Performs inspection activities with an authority to release acceptable components, parts and devices to Inventory. Has an authority to hold any unreleased or nonconforming materials and escalate any identified nonconformances to Quality and Engineering Management.
- Interprets schematics, engineering drawings and written or procedures.
- Operates related equipment, conducts tests, and reports data in prescribed format.
- GD&T training and knowledge is highly desired within scope of work.
- Conducts manufacturing, quality control per approved operational procedures or as defined by the requester of the tasks.
- May provide Quality Control input during product assembly, test method development, event investigations, supplier review, and process improvement initiatives.
- Implements assigned Nonconformance and Rework tasks.
- Supports and participates in planned and unplanned internal, regulatory and/or notified body audits. Provides information that is timely, accurate and substantiated by objective evidence.
- Participates in the Engineering Change Order request process to ensure Quality Control implementation action items are implemented as planned.
- Adheres to production schedule to ensure required materials get inspected timely and provides input for schedule development.
- Performs routine review of the Material Review Board (MRB) Cage to ensure that materials get dispositioned accordingly.
- Completes training as applicable for Good Manufacturing Practices (GMP) related tasks.
- Follows all applicable Quality and Safety procedures.
- Follows Good Documentation Practices (GDP)
- Supports Quality Assurance initiatives such as Records Review, Audit remediation, and other improvement initiatives.
- 1 to 5 years of experience with Quality Control, Manufacturing or Engineering.
- Problem-solving experience in mechanical and electrical assemblies
- Ability to interpret Engineering drawings and accompanying specifications.
- 5S and Lean Manufacturing experience is preferred.
- Good verbal and written communication skills.
- Knowledge of the English and Metric measuring systems with the ability to perform mathematical conversions to each.
- Ability to support flexible hours to accommodate peak demand times and emergency production orders.



- Ability to define Preventative Maintenance procedures.
- General metrology skills (e.g., experience with Dial indicators, calipers, weight scales, gages).
- Progressive technical certifications preferred.

**Education Requirements and Experience Requirement:**

- Associates/Bachelor’s degree in Mechanical or Electrical related field required.
- Three years of related experience preferred, preferably in manufacturing industry.
- Valid drivers’ license.
- Physically able to conduct inspections and carry equipment used for inspections.
- Prolonged periods of stand working or walking around facility.
- Must be able to lift up to 25 pounds at a time.

**Physical Demands and work environment:**

- Occasionally/Frequently/Continually required to walk
- Occasionally/Frequently/Continually required to sit for long periods at a desk and working on a computer
- Occasionally/Frequently/Continually required to utilize hand and finger dexterity
- Occasionally/Frequently/Continually required to talk or hear
- While performing the duties of this job, the noise level in the work environment is usually loud; very loud
- Occasionally/Frequently/Continually work near moving mechanical parts
- Occasionally/Frequently/Continually work in high, precarious places
- Occasionally/Frequently/Continually work around fumes, airborne particles, or toxic chemicals

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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.*

**ACKNOWLEDGEMENT**

I have read the foregoing job description and understand the responsibilities of the job. I agree that I can perform the essential duties of this position.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Manager Name

\_\_\_\_\_  
Employee Signature                      Date

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Manager Signature                      Date