## **Technical Industries Job Description**

## **Quality Control Technician**

- Perform basic quality techniques, possibly including calibration.
- Track, analyze and report on materials, processes and products to ensure they meet the company's quality standards.
- Review reports for data accuracy.
- Ensure all QC documents are filled out as needed for all reports.
- Review work order files for completion of all required documents.
- Maintain all quality data, documentation and records required.
- Ensure evaluation of material is being done to specified standard on each Work Order.
- Help maintain a clean, organized and safe workplace throughout the inspection process.
- Adhere to all company policies and guidelines.
- Represent TI as required in complaint investigation.
- Represent TI in customer presentations to help explain processes and evaluations.
- Ensure all equipment being used in good working order and within calibration span.
- Periodically check effectiveness of gauges being used.
- Report to the Operation Superintendent on a daily basis. Report all issues related to his job duties immediately to him for documentation and response.

## **Qualifications:**

- High School Diploma or GED or higher education.
- Experience and knowledge can be substituted for education requirement as long as the person is
  equivalent to a Level II. Education cannot be substituted for experience.
- Must read and write English.
- The Technician should have gained enough experience and knowledge to be a Level II in as many disciplines as the company utilizes.