



<b>POSITION DESCRIPTION</b>	
<b>Position:</b> Quality Technician	
<b>Dept:</b> Quality	<b>Access to Confidential Information:</b> Yes
<b>Location:</b> Glencoe	<b>Directly Reports to:</b> Director of Engineering & Product Support
<b>Shift:</b> 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup>	<b>Indirectly Reports to:</b> General Manager
<b>Hourly or Salary:</b> Hourly	<b>Updated by:</b> Mike Maher
<b>Job Code:</b> MILQU140	<b>Date last reviewed:</b> 11.16.2021
<b>FLSA Status:</b> Non-exempt	<b>FLSA Exemption:</b> N/A

**Summary:** Perform audit inspections on incoming material, in process and finished product to ensure that our high levels of quality is met through quality standards and process controls at Miller and our supplier manufacturing processes. Generate the appropriate documentation, records and reports. Support quality, product development, manufacturing and supply chain as needed.

<b>Resp. #</b>	<b>% of time</b>	<b>Essential Functions:</b> To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily.
1	50	Perform inspection of raw material, component parts and finished product as required. Evaluate the quality of products and accept or reject them based on Miller's specifications. Ensure non-conforming product is properly identified and quarantined.
2	15	Create and maintain inspection results in M3. Generate various quality performance reports as required. Create and maintain inspection procedure (IP) file with required product/material documentation.
3	10	Work closely with product support, manufacturing personnel, distribution and supply chain to help quantify issues for corrective action and assist in implementation when needed.
4	5	Assist in the disposition of non-conforming material through the MRB process.
5	5	Evaluate customer returns, document the results in M3 and make recommendations to correct production or shipping issues when required.
6	5	Support on-going continuous process improvement efforts making recommendations to key stakeholders; assist in improvement implementation.
7	5	Perform some light assembly work and product rework when required.
8	5	Keep work area neat and organized including tools, product quality samples, and paperwork.

<b>Company Wide Expectations:</b>		
<b>1</b>	<b>100%</b>	Remain Drug and Alcohol free while on Frandsen Corporation premises and within the scope of duty.
		Understand and comply with all Frandsen Corporation policies and procedures.
		Support the Mission, Goal and Core Values
		Observe safety and security policies and procedures and use equipment and materials accordingly.
		Duties may be added, deleted or modified at any time, at the discretion of management, via written, verbal, formal, or informal means.

<b>Competency Expectations of All Employees:</b> The following are basic skills expected of all employees to be able to perform a job within the company at a satisfactory level.	
<b>1</b>	<b>Problem solving</b> —identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and maintains necessary communication
<b>2</b>	<b>Interpersonal skills</b> —maintain open communication with fellow employees, supervision, and

	management, remains open to others' ideas and exhibits willingness to try new things
<b>3</b>	<b>Planning/organizing</b> —prioritize and plans work activities and uses time efficiently
<b>4</b>	<b>Quality control</b> —demonstrates accuracy and thoroughness and monitors own work to ensure quality
<b>5</b>	<b>Adaptability</b> —adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events
<b>6</b>	<b>Dependability</b> —consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance
<b>7</b>	<b>Professionalism</b> —maintains professional appearance and attitude at all times
<b>8</b>	<b>Confidentiality</b> – holds confidential information received from the company in strict confidence and exercises a reasonable degree of care to prevent disclosure to others.

<b>Knowledge, Skills and Abilities (KSA's):</b> The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of the job.	
<b>Knowledge, Education, Experience and/or Certifications:</b>	
<ul style="list-style-type: none"> <li>• Requires a high school diploma or general education degree (GED), three to five years of related experience and/or training, or the equivalent combination of education and experience.</li> <li>• Requires at least three years of experience using a database system.</li> <li>• Requires Forklift certification (training and certification will be provided).</li> <li>• On-the-job training may be required.</li> </ul>	
<b>Skills &amp; Abilities:</b>	
<ul style="list-style-type: none"> <li>• Communicate effectively with co-workers and management.</li> <li>• Read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations and professional drawings.</li> <li>• Write reports, business correspondence, and procedure manuals.</li> <li>• Present information to and respond to questions from groups of managers, clients, customers, and the general public.</li> <li>• Apply common sense understanding to carry out detailed, but non-engaging, written and oral instructions.</li> <li>• Define problems, collect data, establish facts and draw valid conclusions.</li> <li>• Apply good judgment in recognizing scope of authority.</li> <li>• A qualified candidate must possess the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals.</li> <li>• Apply abstract concepts such as fractions, percentages, ratios, and proportions to practical situations.</li> <li>• Use of depth perception, close vision, and color vision are all continuously required.</li> </ul>	

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Lifting Requirements**

Weight in pounds	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples	Height
1-10					X		
11-20					X		
21-35				X			
35-50			X				
51-75		X					
76-100	X						
100+	X						

**Movement Requirements**

	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples
Standing				X		
Walking				X		
Sitting				X		
Talking or hearing					X	
Touch/Feeling				X		
Climb/Balance			X			
Kneeling/Crouch/Squat				X		
Reaching upward or outward				X		
Bending the neck side-to-side or front-to-back				X		
Typing				X		
Pinching/finger manipulation				X		
Grasping/Turning the wrist				X		
Taste/Smell	X					

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Manufacturing Production Positions**

- Moderate exposure to noise
- Moderate exposure to special equipment such as gloves and protective clothing
- Moderate exposure to sharp objects such as trimming shears
- Moderate exposure to slippery surfaces
- Severe exposure to hot rubber and/or plastic
- Severe exposure to confined spaces, moving objects, and mechanical parts
- Severe exposure to chemicals and fumes