

Industries of the Blind, Inc.

Job Announcement

Job Title: Quality Assurance Technician II
Department: Quality Assurance
Date of Announcement: November 21, 2011

Summary of Position: Responsible for preventing and/or stopping the use of defective materials and/or the manufacture of defective and unacceptable products through continuous checking and inspecting of all production operations.

JOB REQUIREMENTS:

1. Must be able to read and interpret product and quality specifications as well as drawings.
2. Must have basic computer skills in order to enter data into quality records.
3. Must know how to use standard tools (templates, depth gauges, measuring rulers or tape, tension gauge, and tensile strength gauge.
4. Must be able to sit or stand for extended periods of time.
5. Must have reading and writing skills sufficient to read technical product specifications and drawings as well as create reports on quality and performance
6. Must have basic math skills, good verbal and written communication skills.
7. Must have experience in a manufacturing environment and the ability to meet productions standards.
8. Must be knowledgeable of standard quality measurements, techniques, practices, and processes.
9. Must be able to lift and carry up to 50 pounds.

DUTIES:

1. Check incoming supplies and reports abnormalities to the Q.A. Manager and/or the department supervisor.
2. On scheduled inspection rounds, the technician checks the quality and the application of the appropriate specification(s) of all items being produced throughout the plant.
3. Promptly completes all written quality control forms and records to document the results of each inspection. Reviews all these records with the Q.A. Manager and then files the inspection forms of the previous day.
4. Prior to shipment, all items are checked for the appropriate packaging, packing and marking.
5. Oversees, or in the case of absence of the department Q.A. Technician, pulls the samples for the N.I.B. lab and/or shop lab on all raw materials for G.S.A. products. Prepares samples for mailing or filing.
6. Maintains GSA product files by recording and completing inventory forms, recap forms, test data forms and other related information.
7. Cuts address stencils and fills out quality control forms on all GSA purchase orders.
8. Occasionally required to perform efficiently in a production capacity, or timekeeping and training.
9. Participates in and occasionally officiates in safety meeting when necessary or required.
10. Occasionally administers first-aid to injured employees.
11. Performs a variety of lab tests on specific items per request of the Q.A. Manager and/or Director of Operations.
12. Generate Nonconformance Report when items are found which deviate from established QA Standards.
13. Reads and interprets procedure manuals, safety rules, operating instructions, engineering drawings, blueprints and formulas.
14. Enters data into the computer, keeps paper records, evaluates test data, and performs statistical process control calculations, first piece inspections, and first article on items received from outside vendors.
15. Performs responsibilities in accordance with safety procedures and good housekeeping practices.
16. Performs responsibilities in accordance with established ISO 9001 quality standards/guidelines.
17. Promptly completes any other duties and responsibilities designated by the department supervisor.

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