



## SilcoTek Corporation Quality Control Technician Job Description

**Department:** Manufacturing

**FLSA:** Non-Exempt

**Reports to:** Quality Control Supervisor

**Revision Date:** 10/18/2021

### Job Summary

The Quality Control Technician is primarily responsible for inspecting customer parts to ensure that they meet specification requirements; a high attention to detail is required to perform visual inspections with and without analytical measuring equipment. The Quality Control Technician must have the ability to follow instruction, accept corrections, contribute ideas, and work well as part of a team.

### Duties/Responsibilities

- Perform visual inspection of parts to ensure specifications are met.
- Analyze reports to determine if controls were met and processes ran as intended.
- Identify defects using a high level of attention to detail.
- Maintain records and databases as required.
- Verify the product and quantities match the work order.
- Perform final inspection using analytical measuring equipment.
- Work closely with Process Engineering when parts do not meet our quality standard to investigate and/or determine rework process.
- Understanding of metal alloys as it pertains to the conformance of our process.
- Assist in the development and implementation of process improvements to increase productivity or to produce a higher quality product.
- Attend and participate in departmental /team meetings.
- Adhere to SilcoTek's safety codes and regulations.
- Additional duties as assigned.

### Required Skills/Abilities



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- Knowledge of Manufacturing Workflow, i.e. Work Orders, Sales Orders, Operating Procedures and Work Instructions
- Knowledge of ISO Standards
- Knowledge of 5S practices and procedures
- Knowledge of inspection processes
- Able to work with various chemicals
- Excellent organizational and time management skills
- Ability to work in fast paced environment, resilient
- High level of attention to detail required
- Good communication skills
- TEAM Oriented
- Able to operate basic equipment
- Able to read drawings of customer-supplied parts
- General knowledge of computer system functions and use, including basic computer skills (Word and Excel)
- Knowledge of safety requirements & safety equipment use.
- Ability to read Safety Data Sheets

### **Education and Experience**

High school diploma or equivalent required.

2-3 years' experience in an ISO certified manufacturing environment preferred.

Fork truck and overhead crane experience preferred.

Experience with machined parts preferred.

### **Work Environment / Physical Requirements**

Significant lifting, carrying, pushing and/or pulling; frequent stooping, kneeling, crouching, and/or crawling

Must be able to move up to 20lbs on a regular basis, and objects up to 100lbs occasionally.