

# Quality Technician (Portland, OR)

Compensation: \$22-\$24 / hr DOE M-F 7am – 4pm OT on occasion

Employment Type: full-time

## SUMMARY

Evaluates incoming and outgoing product to ensure it meets the company's quality standards. Prepares proper documentation for both internal and external customers. Assist with the manufacturing of product and process improvements by performing daily product testing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Evaluate production non-conformance reports
- Perform receiving inspection by verifying custom components were built per documentation
- Work with the Engineering team to ensure proper quality inspection procedures are in place
- Assist with identifying measurement tools and fixtures to meet quality inspection requirements
- Work with the Procurement department on RMA and SCAR documentation
- Process defect troubleshooting
- Assist production with process improvements; feedback to suppliers, acquire proper tooling or fixtures
- Perform daily production tool rundowns on electric, battery and air tools. In conjunction with Engineering, work to establish runoff and test parameters for both Electrical and Mechanical assemblies
- Provides troubleshoot support and resolution that support quality improvement on the production floor for both Electrical and Mechanical assemblies.
- Assist the Engineering/Quality Engineer with defect and quality reporting.
- Monitor tools for calibration conformance

## SKILLS

- Excellent verbal/written interpersonal skills
- Excellent computer skills (Excel and database integration)
- Problem solving techniques
- Ability to use and read measurement devices
- Ability to read blueprints and drawings

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Fluent in Excel spreadsheets and MS Word.

**EDUCATION and/or EXPERIENCE**

Associate or Technical degree or 5 years previous Quality Assurance Experience. Previous manufacturing assembly experience. Knowledge of Lean Manufacturing and ISO process.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as measurement tolerances, percentages, distant over mean calculations. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**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. Seventy percent of the time spent in this position is standing and walking; thirty percent sitting.

**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.