

## Job Description

<b>Title:</b>	Quality Control Technician – 3 shifts rotation	<b>Location:</b>	Ingersoll, ON
<b>Education:</b>	Post-Secondary Education/Quality Assurance Certification (CQE/QCA) or equivalent experience	<b>Hours:</b>	40
<b>Experience/Proficiency:</b>	1 – 3 years of related experience in quality inspection	<b>NOC:</b>	
<b>Reports to:</b>	Quality Manager	<b>Rev. Date:</b>	01/03/2023 mm/dd/yyyy

### General Description

Provides QA support for disposition of suspect nonconforming material, inspection performed by operators and gauging. Ensure maintaining quality records and updating specific logs of inspection and test results. Working together with Engineering and Quality Assurance group to support production in immediate actions required after a product failure or process non-conformance. Working in three shift-rotation, the QC Technician will interact with operators, Production Supervisors and Engineers and will drive the corrective action required to ensure immediate restart of production.

### Skill/Effort Requirements

- Computer Literacy – Proficient in Outlook, Word, Excel
- Able to handle multiple tasks with frequent interruptions
- Effective organizational, communication and interpersonal skills
- Knowledge in gauge selection / functionality
- Ability to read blueprints and GD&T
- Knowledge and usage of inspection equipment
- Able to work independently
- Product, process and systems audits experience
- Close attention to details
- Able to meet deadlines
- Working with others at all levels within the organization

### Responsibilities

- Initiate actions to prevent the occurrence of product, process or quality system non-conformance
- Coordinate the segregation of suspect material and ensure the procedure for proper identification of the nonconforming product is followed
- Review inspection activities on production line and take corrective measures when process is not followed
- Work together with Production Supervisor for a proper disposition of nonconforming material
- Maintain records of inspection and process audit
- Participate in 8D investigations, training evaluations and other activities assign by Quality Engineer or Quality Manager
- Perform LPA (Layered Process Audit), Product and Quality System Audits as planned
- Respond immediately to major nonconformities that will require stop-production, sorting and segregation
- Initiate the immediate actions when CAR required and approve restart production after First Off approved
- Work together with the other functions of Quality (Gauge Calibration, Layout, MetLab) in order to support production needs for inspection and testing

## Job Description

- Other duties assigned
- NOTE: day shift duties might be different than afternoon and midnight shifts

## Working Conditions

- Exposure to dirt and noise in a manufacturing environment
- There shift rotation

**Reviewed By:**  
(Employee Signature)

**Date:**

**Approved By:**  
(Manager Signature)

**Date:**