

POSITION:

Lab Technician

DEPARTMENT:

Quality

Function:

To perform routine checks, tests, gauging, and instrument inspections of materials, goods and process, and finished goods in the laboratory environment to assure conformity to standards set forth by the customer and/or the company.

SCOPE:

Internal. Performs routine checks on materials and goods.

External (within company). Interacts with mold shop and assembly operators, supervisors and managers to assure the production of quality products.

External (outside company). Some interaction with customers who visit the company.

RESPONSIBILITIES:

1. Create and run CMM programs using PC-DMIS.
2. Performs first article inspections, capability studies, and GR&R studies where results are compared with customer and/or company quality standards. Reports results to supervisor(s) who will make an analysis and take appropriate or necessary action(s).
3. Performs receiving inspection, calibration, and material testing.

REPORTING RELATIONSHIPS:

Reports to the Quality Manager.

EQUIPMENT:

Precision instrumentation including calipers and micrometers, Sheffield Endeavor 2 CMM, 30" J&L Optical Comparator, Microview Cubix Video CMM, and Romer Portable CMM.

PHYSICAL CONDITIONS:

Work is conducted in the inspection lab. Hazards are typical for the industrial environment. Routine precautions should be observed.

OTHER:

Other duties as assigned.

EDUCATION AND TRAINING:

Education: High school or technical school education, or equivalent, with an emphasis in mathematics.

Experience. Basic understanding of datum alignments and GD&T. Experience in quality control in a manufacturing environment is highly desirable.

Skills. Must have excellent mathematics, analytical and communication skills. Must also possess dexterity required to operate gauges and testing equipment, and have excellent vision.

Behavioral Characteristics. Must be self directed and have the initiative and drive for constant improvement in quality and performance. Must maintain a positive attitude and follow the basic principles when dealing with other employees above and below the position. Must listen to understand clearly, give feedback to others, get your point across, acquire, evaluate, use and communicate information. Must be able to deal with change, ask questions to clarify information, be a team player, and work smarter.

Print Name

Signature

Date