



The Gentle Way to Convey

Position Description

Position Title:	Quality Control Technician	Position Code:	350-29
Department:	Product Engineering	Rev. No.:	A
Fair Labor Standards Act (FLSA):	Non-Exempt	Rev. Date:	11/20/2013

POSITION OVERVIEW

The position reports immediately to the Product Engineering Manager and subsequently the Executive Vice President. This position inspects products to assure that they meet defined standards for durability, fit and finish, tolerances, function, customer satisfaction or any other metric considered a measure of quality.

ESSENTIAL JOB FUNCTIONS

- Conducts themselves in a professional manner at all times, leads by example, approaches conflict rationally and adds positive enthusiasm to the overall work environment.
- Pursues positive working relationships and responds proactively to performance concerns.
- Maintains a safe, organized work environment. Follows all safety regulations including the use of proper Personal Protective Equipment and healthy ergonomics.
- Inspect/Record incoming components accuracy
- Inspect/Record build items accuracy
- Determine course of action for inaccurate components
- Determine course of action for inaccurate build items
- Resolve discrepancies with vendors
- Inform engineering/purchasing/shipping/production of course of action
- Conduct/Record raw cable pull tests
- Conduct/Record cable assembly pull tests
- Create/Update inspection procedures
- Create/Update assembly work instructions

REQUIREMENTS

- Proficient with Measuring Instruments
- Proficient with Mathematics
- Proficient with Microsoft Word
- Proficient with Microsoft Excel
- Proficient with Microsoft Access
- Proficient with Microsoft Outlook
- Proficient with Made2Manage
- Read/Understand CAD Drawings



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ATTRIBUTES

- Has a contagious and positive work ethic, and inspires others.
- Demonstrates effective verbal and written communication that is clear, and demonstrates an understanding of personnel needs.
- An effective team player who contributes valuable ideas and feedback and can be counted on to meet commitments.
- Able to keep up in the Cablevey environment by facing tasks and challenges with energy and passion.
- Pursues activities with focus and drive defines work in terms of success and can be counted on to complete goals.
- Adherence to standards of business conduct and compliance.
- Must be detail oriented.
- Able to face confrontation with a professional attitude.

WORK ENVIRONMENT

Warehouses or shipping and receiving station. Not temperature-controlled.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

APPROVAL

Vice President of Operations	
<i>[Signature]</i>	Date: 12/14/13

General Manager	
<i>[Signature]</i>	Date: 11/21/13

Product Engineering Manager	
<i>[Signature]</i>	Date: 12/16/13

Quality Control Technician	
	Date: