



TRU-STONE TECHNOLOGIES DIVISION

Quality Technician

Department: All Business Units

FLSA Status: Non-exempt

Work Schedule: Monday-Friday

Job Status: Full Time/Part Time

Reports To: Quality Manager

Amount of Travel Required: 0 - 5 %

POSITION SUMMARY

Responsible for the inspection of components, subassemblies, and finished products received at Tru-Stone. Prepare and perform operations related to non-conforming material monitoring, calibration, ISO documentation and Quality metric reporting. Monitor products on a continuous basis to ensure products are of prescribed quality and meet both Customer and Company expectations, requirements, and standards.

ESSENTIAL FUNCTIONS

- ♦ Follow established work procedures, and perform work assignments as required to meet all Starrett Tru-Stone safety, quality and production goals.
- ♦ Perform visual and dimensional inspections of incoming product.
- ♦ Provide input for inspection methods and improvements related to the job.
- ♦ Write Non Conforming Materials Reports when required and be familiar with the process of quarantining products that have been rejected.
- ♦ Handle and control Non Conforming materials until product becomes acceptable.
- ♦ Maintains quality information systems. Completes accurate records (on paper and electronic data) in order to provide excellent results. Also completes accurate records for continuous improvement. These records include inspection reports, calibration logs, non-conforming database, and corrective action logs.
- ♦ Observe operations to detect any problems; make necessary adjustments to correct problems.
- ♦ Organize and maintain work and storage areas for efficient workflow and to showcase the quality of work in the facility.
- ♦ Inspect and measure work-pieces to determine conformance to specifications.
- ♦ Maintain all tools and inspection equipment per established procedures and requirements.
- ♦ Develop and maintain key quality metrics.
- ♦ Review production or processing of new and existing products to improve efficiencies or prevent quality errors.
- ♦ Maintain a clean and safe working environment.
- ♦ Assist production as needed.
- ♦ Perform other duties as assigned.
- ♦ Supports Operational Excellence and other continuous process improvement programs as needed.

POSITION QUALIFICATIONS

Competency Statement(s)

- ♦ Accountability - Ability to accept responsibility and account for his/her actions.
- ♦ Accurate - Ability to perform work accurately and thoroughly.
- ♦ Communication - Ability to communicate clearly and concisely both written and oral.
- ♦ Decision Making - Ability to make critical decisions while following company procedures.
- ♦ Judgment - The ability to formulate a sound decision using the available information.
- ♦ Reliability - The trait of being dependable and trustworthy.

- ♦ Technical Aptitude - Ability to comprehend complex technical topics and specialized information.

Education

High school diploma or equivalent. Some college level education would benefit this position.

Experience

3-7 years related experience

Knowledge

- ♦ Mechanical - Knowledge of machines and tools, including their uses and maintenance.
- ♦ Production and Processing - Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- ♦ Mathematics - Knowledge of arithmetic, geometry, statistics, and their applications.
- ♦ Education and Training - Knowledge of principles and methods for training design, teaching and instruction for individuals and groups, and the measurement of training effects.

OTHER REQUIREMENTS

- ♦ Computer software – Microsoft Office, JobBoss, and other quality management software
- ♦ Initiate and coordinate inventory and cost control programs (OE programs).
- ♦ Review operations and confer with technical or administrative staff to resolve production or processing problems.
- ♦ Review plans and confer with research and support staff to develop new products and processes.
- ♦ Monitor product standards, examining samples of raw products or directing testing during processing, to ensure finished products are of prescribed quality.

PHYSICAL DEMANDS

Physical Abilities

Stand	C
Walk	C
Sit	O
Handling / Fingering	C
Reach Outward	O
Reach Above Shoulder	O
Climb	O
Crawl	O
Squat or Kneel	O
Bend	O

Lift /Carry

10 lbs or less	O
11-20 lbs	O
21-50 lbs	O
51-100 lbs	N
Over 100 lbs	N

Push/Pull

12 lbs or less	O
13-25 lbs	O
26-40 lbs	O
41-100 lbs	O (with assistance)

N (Not Applicable)	Activity is not applicable to this occupation.
O (Occasionally)	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision: Near, Distance, Color, Peripheral

Ability to wear Personal Protective Equipment: Steel Toe Boots, Protective Hearing and Eye wear

WORK ENVIRONMENT

105,00 square foot, environmentally controlled manufacturing facility utilized for precision granite, ceramic, carbon fiber and other medium used in precision metrology applications to manufacture custom precision granite machine bases and accessories.

Acceptance Statement

I have carefully read, understand, and accept the job description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Production Associate III at Starrett, Tru-Stone Technologies. I certify that I can and will perform the essential functions of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

Employee's Signature

Date

Supervisor's Signature

Date

Human Resource Manager's Signature

Date

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.