



JOYCE/DAYTON CORP.
Job Description

Position Title: Quality Inspection Technician

Reports To: Quality Assurance Supervisor

Qualifications:

- Strong written and verbal communication skills.
- Minimum of 3 years experience in a quality program.
- Basic understanding of equipment and processes in the area of responsibility.
- Effective people skills.
- Effective time management capabilities including the ability to multitask and work independently.
- A working knowledge of various types of measuring equipment as well as basic data collection skills.

General Responsibilities:

- Perform and produce customer required inspections and documentation.
- Inspect all completed products for conformance to specification prior to release from the assembly and or shipping department.
- Perform receiving inspection requirements as defined.
- Monitor each operation daily and conduct inspection on a minimum of 1 piece in process.
- Perform first piece inspections as you are notified.
- Maintain inspection documentation and tooling calibration records in compliance with ISO standards.
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Specific Responsibilities:

- Conduct in process inspection at each workstation daily.
- Perform first piece inspections, as notified by the manufacturing operators.
- Inspect all completed products before releasing them from the assembly department.
- Inspect and approve all repair orders before releasing to shipping.
- Work with assembly personnel and related departments with troubleshooting activities.
- Perform internal auditing functions as required.
- Maintain appropriate documentation for each inspection per ISO guidelines.

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- Coordinate all activities associated with the non-conforming containment areas.
- Coordinate the recording and disposition of all non-conforming and or scrap materials.
- Complete scheduled calibrations and maintain all documentation associated with company and employee owned measuring equipment.
- Perform torque analysis on assembly drivers, record the data and initiate alerts on any non-conformances.
- Re-evaluate any component that has been reworked to assure compliance to specification.
- Communicate with JDC Engineering and customer service dept. (CSR's), on change requests (ECN's) and other mfg. issues that may affect delivery schedules.
- Coordinate evaluation and corrective action relating to assembly issues.
- Work with the assembly group leader on personnel training related issues.
- Monitor and document any deviation from standard procedure and notify the Quality Assurance Supervisor.
- Participate on the Material Review Board.
- Maintain inspection records and filing as defined by ISO requirements.
- Monitor and document any deviation from standard procedure and notify the Quality Assurance Supervisor.
- Maintain compliance with company policy, safety and good housekeeping practices.
- Physical requirements include – kneeling, squatting, bending about 50% daily and continuous walking and standing about 90% daily.
- Lifting at least 50 lbs. is required.
- Will be cross trained for In Process and Final Inspection requirements.
- Perform other duties as assigned.

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