



Quality Control Technician

Under the direction of the QA Manager, the Quality Control Technician will act in a manner that is consistent with Gordon Aluminum's Customer 1st Philosophy.

Essential Duties and Responsibilities Supporting GA's Core Values

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

Customer Satisfaction

- Remains focused on customer satisfaction in all aspects of his or her duties.
- Clearly communicates to both internal and external customers. Demonstrates a clear understanding of who the customer is.

Safety

- Leads by example. Promotes awareness of safety rules and company housekeeping standards.
- Identifies potential safety hazards and takes action to prevent injuries.

Quality

- Takes pride in his/her work, focusing on quality, recognizing quality issues, and promptly responding to them.

Positive Attitude

- Builds positive relations by demonstrating a professional, positive attitude and acting in a manner deserving of respect.
- Promotes Gordon Aluminum's directives.
- Effectively communicates company initiatives and activities to team members.

Teamwork

- Works with coworkers and management as team members toward a common goal; works well with different personality types; offers assistance to team members.
- Attends scheduled meetings.
- Supports group decisions.
- Promotes group activities within the department.
- Closes the loop of communication by relaying all necessary information to the appropriate parties.

Initiative

- Follows company's quality procedures, standards and specifications.
- Reviews customer requirements and ensures that they are met.
- Sets standards for quality.
- Ensures that manufacturing or production processes meet customer requirements.
- Completes special projects as required.
- Takes the initiative, promptly seeking his or her next task requiring minimal supervision.
- Acts in a manner that demonstrates being part of the solution, not the problem.
- Demonstrates continuous improvement to reach goals and raise the bar.
- Prioritize workload.

In addition to the essential duties and responsibilities listed above, all positions are also responsible for:

- Performing all work related tasks in a manner that is in compliance with all Federal, State, and local standards and regulations.
- Adhering to Company policies, procedures, and directives regarding safety and standards of workplace behavior in completing job duties and assignments.

Supervisory Responsibilities

N/A

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Requires an associate degree and two – four years of progressively responsible related experience; or a combination of education and experience. Requires the ability to operate various office equipment to include computer, calculator, fax, photocopier and telephone and knowledge of Microsoft Software. Requires the ability to use calipers and micrometers. CMM experience is a plus and knowledge of calibrations.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to apply concepts of basic algebra and statistics.

Technical Skills

Ability to read, analyze, and interpret blueprints. Ability to effectively present information and respond to questions from managers, executives, government agencies and other employees of the organization.

Reasoning Ability

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or touch objects, tools, or controls. The employee frequently is required to talk or hear. The employee is frequently is required to stand or walk; and is occasionally required to reach above shoulders; climb or balance; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually **moderate to loud**.

Employee is expected to wear the required personal protective equipment when on the production floor.

Notice

All requirements are subject to modification to reasonably accommodate individuals with disabilities. Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship. The Company retains the discretion to add duties or change the duties of this position at any time.

Gordon Aluminum Industries, Inc. is committed to providing equal employment opportunity to all applicants and employees regardless of their race, color, religion, age, sex, national origin, disability, military service, protected veteran status, genetic information, sexual orientation, gender identity, or any other characteristic protected by federal, state or local law.

