


Only the online system has the current version. Verify hard copy against online system before use.

	Business Procedures		
	TITLE Job Description – Quality Technician II		
FULTON BELLOWS, LLC	Document #	03-30.9991b	Approved By: HR Manager
	Rev Level	F	Page 1 of 3

REPORTS TO

Quality Manager

CLASSIFICATION

Hourly, Non-exempt
Wage Level VI

JOBS SUPERVISED

None


BASIC FUNCTION

Quality Tech will perform routine lab tests including: receiving inspection, gage calibration, final inspection, and any customer specific testing and document requirements. The position includes direct, hands-on contact with a variety of test equipment including hand measurement gages, lab measurement equipment, and bellows testing equipment per engineering specification

ESSENTIAL DUTIES

1. Work with Operations personnel to evaluate and solve production problems.
2. Perform quality control and testing services, applying the basic and advanced technical knowledge necessary to meet current Engineering Standards or customer requirements.
3. Prepare lab test plans and test standards as required per customer, Engineering Specification, or Fulton Bellows Quality Management System.
4. Perform maintenance and calibration on lab instrumentation as per Fulton Bellows QMS.
5. Perform and maintain gage calibration, including masters, per Fulton Bellows QMS
6. Complete all required reports per customer, Engineering Specification, or Fulton Bellows QMS.
7. Complete receiving inspection per Fulton Bellows QMS.
8. Maintains charts to monitor daily quality performance. Evaluate chart to identify quality excursions. Notify supervision, engineering, and operators as required
9. Reduce product defect by investigating and determining cause, implementing counter measure, and collecting data to determine effectiveness of change.
10. Audit QMS to ensure procedures or processes are being followed.
11. Conduct process audits on manufacturing cells or operations.
12. Conduct product audit per customer requirements or Fulton Bellows QMS
13. Validate test equipment used by manufacturing that may affect the customer.
14. Works with engineering, manufacturing, materials on process development and improvements.
15. Must maintain regular and punctual attendance.
16. Understand and abide by all plant safety rules and regulations
17. Support to maintain the Quality Policy and Fulton Bellows QMS.
18. Participate in continuous improvement activities.
19. Complete bellows setup verification.
20. Successfully pass all required job specific training.
21. Housekeeping and other duties as assigned.

Only the online system has the current version. Verify hard copy against online system before use.

	TITLE		
	Business Procedures		
FULTON BELLOWS, LLC	Job Description – Quality Technician II		
	Document #	03-30.9991b	Approved By: HR Manager
	Rev Level	F	Page 2 of 3

Tools Used

- Hand gages
- Optical comparator
- Profilometer equipment
- Precision measuring instruments
- Personal Computer (PC)
- Printer/ copier/scanner
- Bellows testing equipment

EXPERIENCE REQUIRED

- Prefer at least 2 years post secondary education as or (AS or BS degree in Science a plus).
- Minimum 5 years experience in manufacturing environment.
- Blue print reading including geometric dimensioning and tolerancing (GD&T).
- Basic metrology and measurement system analysis.
- Knowledge of ISO9001:2008 and ISO17025.
- Prepare basic statistics.
- Organizational skills and 5s experience.
- Strong familiarity with PCs.
- Report writing.
- Problem solving
- Making decisions and working unsupervised (safely and effectively).

PHYSICAL SKILL AND EFFORT

Must be able to lift up to 50 lbs. on a regular basis. Must be able to work up to 12 hours standing and walking on cement surface and will be required to regularly bend, stretch, stoop, squat, climb ladders and perform work in confined positions. Must be able to climb stairs and work in temperature ranges generally corresponding with the outside ambient temperatures or greater. Yeager eye exam required.

WORKING CONDITIONS AND HAZARDS

Will be exposed to noise, dust, dirt, acids, welding fumes and lubricants and/or oils. Must be able and willing to work with and properly use all necessary and/or required personal protective equipment including, but not limited to, safety glasses, hearing protecting and protective clothing.

EDUCATION REQUIREMENTS

Associate's Degree in a related discipline preferred.

This description indicates the general nature of the tasks and responsibilities required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of management to assign, direct, and control the specific duties of individuals performing this function. The Company reserves the right to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.