

JOB DESCRIPTION – LASER QUALITY CONTROL TECHNICIAN
GRAIN BELT SUPPLY COMPANY, INC.

217 E. Diamond Drive, Salina, KS 67401

www.grainbeltsupply.com

Job Title: Laser Quality Control Technician

Department: Laser

Reports to: Laser Manager

FLSA Status: Non-Exempt

Prepared by: CDH

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Summary

Tests and inspects products at various stages of production process and compiles and evaluates statistical data to determine and maintain quality and reliability of products by performing the following duties.

Essential Duties and Responsibilities

To do this job successfully, an individual must be able to perform each essential duty satisfactorily. (Other duties may be assigned by the Manager.)

- Interprets engineering drawings, schematic diagrams, or formulas and confers with management or engineering staff to determine quality and reliability standards.
- Selects products for tests at specified stages in production process, and tests products for variety of qualities such as dimensions, performance, mechanical, electrical, or chemical characteristics.
- Records test data, applying statistical quality control procedures.
- Evaluates data and writes reports to validate or indicate deviations from existing standards.
- Recommends modifications of existing quality or production standards to achieve optimum quality within limits of equipment capability.
- Sets up and performs destructive and nondestructive tests on materials, parts, or products to measure performance, life or materials characteristics.
- Prepares graphs or charts of data or enters data into computer for analysis.
- Works at different work stations and at different tasks as business needs require.
- Performs work within acceptable time and in conformance to company quality requirements.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information; uses intuition and experience to complement data.

Design – Demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully.

Technical Skills – Strives to continuously build knowledge and skills; shares expertise with others.

Customer Service – Meets commitments.

Interpersonal Skills – Maintains confidentiality; keeps emotions under control.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

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REV 0 - Initial Release

9/21/2009

JD

REV 1 – Physical Demands

5/13/2016

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork – Gives and welcomes feedback; contributes to building a positive team spirit; supports everyone's efforts to succeed.

Quality Management – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Cost Consciousness – Develops and implements cost saving measures; conserves organizational resources.

Ethics – Treats people with respect; keeps commitments; upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Judgment – Exhibits sound and accurate judgment; makes timely decisions.

Planning/Organizing – Uses time efficiently.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.

Quantity – Meets productivity standards.

Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time.

Dependability – Follows instructions, responds to management direction; keeps commitments.

Qualifications

The qualifications listed below are representative of the knowledge, skill, and/or ability required.

- **Education and/or Experience**

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

- **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Ability to speak effectively before groups of customers or employees of organization.

- **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 and to draw and interpret bar graphs.

- **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

- **Computer Skills**

To perform this job successfully, an individual should have knowledge of database software; design software; internet software; inventory software; manufacturing software, and spreadsheet software.

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.

JD REV 0 - Initial Release

9/21/2009

JD REV 1 – Physical Demands

5/13/2016

While performing the duties of this job, the employee is constantly required to stand and walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit. The employee must constantly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and 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.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts extreme cold and extreme heat. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions. The noise level in the work environment is moderate.