



## Quality Technician Job Description

**MPP#:****Manager:** Quality Leader**Pay Family:** Hourly, Non-Exempt**Department:** Quality**Shift:** 1

### Job Summary:

The primary focus of the Quality Technician is to support the activities of the Quality Department at MPP and ensure compliance to all customer and regulatory requirements through the Quality Management System (QMS).

### Duties and Responsibilities:

- Provide shop floor technical support and act as a technical resource for drawing and specification interpretation questions related to manufacturing
- Create, maintain, and/or revise specialized quality documentation (e.g. procedures, work instructions, etc.)
- Participate in both internal and external audits to verify conformance of activities to quality assurance standards.
- Prepare and / or review First Article Inspection (FAI) reports for submittal to the customer, utilizing web-based customer applications (eCAV) in addition to Excel
- Assist in the disposition of nonconforming product and the development of rework tickets within internal and customer systems (eNMS)
- Assist with and / or administer the MPP Employee Training Program and related aspects of On-the-Job Training (OJT)
- Assist with the Corrective and Preventive Action process at MPP, including leading effective Root Cause & Corrective Action (RCCA) investigations
- Assist in identifying continuous improvement opportunities and implementing improvements to the quality system
- Participate in and / or lead Manufacturing Losses and Cost Out projects
- Prepare reports on key shop metrics and track associated projects (e.g. losses, first time yield, NPI cycle time completion, etc.)
- Facilitate Process Failures Mode Effects Analysis (PFMEA) events
- Maintain a comprehensive understanding of customer specifications, industry standards, and quality systems standards, including AS9100
- Assist with Supplier Quality initiatives as applicable

This job description is not meant to be an all-inclusive statement for every duty and responsibility that will ever be required of an employee in the job.



- Assist with all aspects of gage management and calibration, including selection of proper M&ME and performing Out Of Tolerance (OOT) gage investigations as required
- Assist with quality reviews as needed (e.g. calibration and process records)
- Provide inspection support for internal and external customers

### **Qualifications / Requirements:**

- Associates degree or 2 years of experience in a related manufacturing or quality position.
- Working knowledge in reading and interpreting drawings, technical specifications and industry standards.
- Knowledge of a wide variety of inspection and test equipment, and methodologies.
- Experience with computer based applications (MS Word, MS Access, MS Excel, XA)
- Read, write, speak English
- Legal authorization to work in the US

### **Desired Characteristics:**

- Auditing experience strongly preferred
- Strong interpersonal, analytical, writing and communication skills
- Working knowledge of Quality Management System (QMS) requirements (especially as it applies to Nonconforming Material and Corrective and Preventive Action)
- Quick study, strong initiative (creative thinking and project implementation)
- Standard manufacturing process knowledge
- Familiarity with Customer Requirements (such as GE's S-1000 or S-1002)
- Experience with disposition of nonconforming material (if an MPP employee, strongly preferred that individual is approved for MRB Disposition Authority)
- Excellent attention to detail
- Self-directed, independent, and highly-motivated

### **Work Environment:**

- May be exposed to noise, dust, fumes, airborne particles, smoke (Not over OSHA Permissible Exposure Levels).
- Safety training and equipment are provided by MPP in accordance with applicable law, industry standards and company policy.

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