

Performs standard testing processes on a variety of equipment and records and analyzes results. Requires knowledge of industry specific tests and testing equipment. Familiar with standard concepts, practices, and procedures within a particular field. Performs a variety of tasks. A certain degree of creativity and latitude is required.

## **Essential Duties**

- Understands, practices, and supports safety standards in all work and in all locations
- Supports daily testing activities for verification of supplier materials and products from the supply chain process
- Coordinates with Production Control on the priorities in order to assure schedules are met Completes status processing in the ERP system and forwards materials and products to storage area/inventory for use
- Directs sampling inspection, testing of received parts, components and materials to determine conformance to standards
- Supports detailed measurements of hardgoods/ hardware using precision measurement tools, including dimensionals, hardness testing, surface finish, fit of moving parts, mechanical functioning, thread lead, etc.
- Supports detailed inspections for first articles and first run parts and assemblies per requirements
- Writes reports regarding inspections and test results
- Conducts periodic and special surveys of subcontractors' facilities and manufacturing processes to determine adequacy and capability of quality

- control and ability to comply with complete quality specifications
- Coordinates with Purchasing, Engineering and Quality to resolve drawing, PO, Item Master requirements, and certification of conformance issues
- Coordinates test activities concerned with development, procurement, installation and calibration of instruments, equipment and control devices required to test, telemeter, record and reduce test data
- Supports and carries out validations plans related to tests and equipment
- Pull together reports of test data and supplies to requesting personnel
- Operates hand truck to move material
- Initiates Supplier calls to resolve discrepancies with component



## **Education & Qualifications**

- Must be able to access shared database with government programs (U.S. Citizen or Permanent Resident of the U.S.).
- Associate of Science degree in a related field from a college or technical school; Bachelor of Science in a STEM related field helpful but not required
- Associate level requires 1-3 years of quality inspection experience; Intermediate level 4- 6 years; Senior 6 - 8 years of experience; Advanced 8+ years of experience
- Knowledge of computer applications such as MS Office, project management software, and database software



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