



Girtz Industries
 5262 N. East Shafer Drive
 Monticello, IN 47960
 574-278-7510

Job Title:	QA Technician	Job Category:	Hourly
Department/Group:		Reports to:	Quality Assurance Manager
Location:	Monticello, Indiana	Travel Required:	
Level/Salary Range:		Position Type:	Full time - on site
HR Contact:	Colleen Westfall	Date posted:	
Will Train Applicant(s):	YES	Posting Expires:	

Applications Accepted By:

E-mail:

cwestfall@girtz.com

Mail:

Girtz Industries
 c/o Colleen Westfall
 5262 N. East Shafer Drive
 Monticello, IN 47960

Job Description

Job Purpose: Tests and inspects products at various stages of the production process; compiles and evaluates statistical data to determine and maintain the quality and reliability of products.

Job Requirements:

- This job has no supervisory responsibilities.
- High School Diploma.
- One to two years related experience and / or training preferred.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, standards or governmental regulations.
- Ability to write reports, business correspondence, procedures or work instructions is required.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, shop floor associates and the general public. This includes the ability to train individuals.
- Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference and volume.
- Ability to apply basic concepts of algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule format.
- Computer literate in order to do data entry for analysis, produce reports, simple correspondence, graphs or charts of data.
- CQT (Certified Quality Technician) is preferred but not required.

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<ul style="list-style-type: none"> • CQA (Certified Quality Auditor) is a plus. • CWI (Certified Weld Inspector) is a plus. • Reliable and predictable attendance required. 			
<p>Physical Demands and Work Environment:</p>			
<ul style="list-style-type: none"> • While performing the duties of this job, the employee is regularly required to walk, to stand, to use their hands to finger, handle or feel, to be able to talk or hear. The employee is occasionally required to sit, reach with hands and arms, climb or balance, and stoop, kneel, crouch or crawl. • The employee must regularly lift and / or move up to 10 pounds and occasionally lift and / or move up to 50 pounds. • Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. • The employee is frequently exposed to moving mechanical parts. • The employee is occasionally exposed to high, precarious places, fumes or airborne particles and outside weather conditions. • The noise level in the work environment is usually loud. 			
<p>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 of this job.</p>			
<p>Job duties:</p>			
<ul style="list-style-type: none"> • Interprets engineering drawings, schematic diagrams, or formulas and confers with Quality management or engineering staff to determine specific quality and reliability standards. • Tests products for variety of qualities such as dimensions, performance, and mechanical, electrical or chemical characteristics and documents results of those tests. • Performs first-piece inspections, PPAP dimensional inspections, final inspections and visual inspections at shipping as required. • 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 and / or process capability. • Works with Quality management to improve processes to reduce scrap and rework, and maintains existing process plans. • Assists in the development, preparation and implementation of procedures, work instructions, forms and acceptance criteria. Implementation infers conducting and documenting training as appropriate. • Assists in the required monitoring of the quality management system for the purpose of maintaining the organization's ISO certification. 			



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<ul style="list-style-type: none">• Based on employee's qualifications, skills and experience may be required to administer weld tests for new hires as well as for welder certifications.• Works on special projects from time to time.• Perform other duties as assigned.			
Approved By:	Tom Sholty	Date:	07/18/2018

