

QA DEPARTMENT JOB DESCRIPTIONS

Job title	<ul style="list-style-type: none"> • <i>1st / 2nd Shift Quality Assurance Team Leader</i> • <i>Mechanical Inspector</i> • <i>Calibration Technician</i> • <i>Quality Assurance Technician/CMM Operator</i> • <i>QA Administrative Assistant</i> • <i>Workmanship Standards Auditor</i> • <i>Incoming and Final Appraisal Auditor</i> 	FLSA: Non-Exempt Classification: n/a
Reports to	<i>Director Of Quality Assurance / QA Manager</i>	Department: Quality Assurance JD Reviewed: 11/09/23

Jobs purpose

The Quality Assurance Department is responsible for all QA activities during the 1st & 2nd shift. Promotes conformance to all QA inspection requirements, product verification to customer specifications, responsible for managing calibration process & maintains Quality Document Control System

Essential Functions

Mechanical Inspector

1. Performs set-up approval inspection of assigned manufacturing areas and operation processes.
2. Performs conformance verification of manufactured products to CWM workmanship standards and specified technical requirements. Routes accepted lots to the next operation, segregates nonconforming product.
3. Effectively communicates product conformance information to appropriate personnel in a timely manner.
4. Monitors the production process and identifies the need for QA support.

Workmanship Standards Auditor

1. Verifies incoming correspondence to obtain the latest quality information necessary for product appraisal.
2. Verifies and accepts/rejects first and last piece samples. Reports quality improvements.
3. Conducts in-process cosmetic audit inspection.

Pillars

Adheres to CWM's Cultural Pillars (Maintain a positive attitude; Show respect for others; Meet commitments; Maintain transparency; Do not cater to rank).

Additional Responsibilities

1. Trains new employees, packers and operators as assigned.
2. Performs first article R&R, capability studies as necessary..
3. Backup to line inspector or other departments as necessary.
4. Recommend improvements in measurement methods or control activities.
5. Maintains and coordinated metal sample analysis on a weekly basis.
6. Verifies effectiveness of CARs.
7. Coordinates and distributes incoming QA mail and faxes.
8. Maintains supply of routing and other identification tags, office supplies, and coordinates repairs of office equipment.
9. Completes Certificate of Conformance per W.I. 45.20.08.
10. Keeps work area clean and free of safety hazards.
11. Inspects product shipping labels for correct information prior to shipping.
12. Maintains ability to work flexible shifts.
13. Recommend candidates for Supplier Certification Program per WI 75.06.26.

Education, Experience and Competencies

1. High school diploma with additional training in quality assurance or mechanical engineering.
2. Proficiency in reading engineering drawings, understands GD&T.
3. Good written, verbal, math and interpersonal skills.
4. Experience in use and care of inspection equipment and processes.
5. Computer literate.
6. Able to work in relatively warm areas and work flexible schedules
7. Understands Quality Policy, Environmental Policy and Safety Policies.

Please return the completed [application](#) to Judy Rhodes, HR Manager, at jrhodes@cwmtl.com