



Job Title: Process Technician  
Department: QA  
Reports to: Directly – QA Manager  
Indirectly – Operations Manager  
FLSA Status: Nonexempt  
Update: 6/22/10

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**Job Summary**

Work closely with all departments to ensure process requirements are established and followed to meet or exceed customer expectations. Leaders of continuous improvement and supporters of the quality systems.

**Essential Job Duties/Responsibilities:**

- Participating in the Corrective Action process.
- Responsible for performing internal audits and participating external audits as required.
- Acts as the primary point of contact with both new accounts and special projects.
- Works with various departments to maximize process quality and efficiency.
- Responsible for overseeing the sampling process.
- Oversees the rework process.
- Responsible for ongoing training of the various departments.
- Participates in the review of the First Articles as required.
- Focuses on troubleshooting all process related problems.
- Acts as the point of contact for Customer Service and Production with any technical questions or concerns regarding the quality of customer parts.
- Driver of the overall continuous improvement process.
- Customer color samples. Making sure the color is correct per the customer
- Working with the sales engineers to update the color samples when needed
- Need to make sure all CERTS are signed off on
- Work closely with shipping and receiving on process control questions
- Performs other miscellaneous job duties and related functions as needed.

**Physical/Environmental/Chemical Hazards:**

- Sharp parts, sharp tooling, heavy carts, occasional hot and cold temperature and humidity levels, heat from ovens, moderate noise levels, limited hand and air tool use, compressed air (must use hearing protection).
- Must be able to lift 30-50 lbs. unassisted.
- Must be able to differentiate between color variance.
- Potential splash exposure near process lines.
- Responsibilities are repetitive in nature.
- Various chemicals used in process.

**Education/Qualifications:**

- High school diploma or equivalent preferred but not required.
- Strong technical background in anodizing/EN theory and practice required.

**Training Requirements:**

- Refer to training matrix.

I acknowledge that I have read my assigned Job Description. I understand and agree to perform these duties and responsibilities as outlined above and affirm by my signature below:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name