



JOB DESCRIPTION
QUALITY ASSURANCE TECHNICIAN

Rev.0

Payroll Status: Non-Exempt

Purpose of position: This position is responsible for maintaining in-process and final testing including communication of out-of-spec properties to the Chemists for an adjustment to bring back into spec before material is packaged. This position will also support production as needed.

Reporting Relationship:

Manager: Quality System, HS&E Manager

Responsibilities:

- 1) Perform quality testing.
- 2) Communicate with Chemists any in process testing that is out of specification.
- 3) Review batch sheets for completion.
- 4) Enter testing results into ERP system, Access and Excel, as required.
- 5) Interact with Production Manager and manufacturing personnel.
- 6) Assure that all material is available for each batch being made.
- 7) Issue batch ticket work orders to coatings personnel and prioritize tasks based upon the production schedule.
- 8) Inspect all jobs for correct batch number, stenciling of drums, and proper labeling.
- 9) Load solvent into tanks when needed by use of the solvent pumping system.
- 10) Record tank reading daily and write up material withdraws daily for solvent pumped.
- 11) Manage batch records.
- 12) Other duties as assigned.

Knowledge and Skill:

- 1) Bachelor's in chemistry or related science field preferred
- 2) Computer experience (Excel, Word, Outlook, etc.)
- 3) Strong attention to detail
- 4) Ability to work independently
- 5) Knowledge of blending and chemical mixing processes
- 6) QC/QA Lab experience
- 7) ISO 9001:2015 QMS standards

Authorities:

1. Authority to stop production due to quality or safety issues.
2. Create requisitions for raw materials needed in the Coatings Department



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Problem Solving / Decision Making: *(Brief description of the level of complexity and problem solving as it relates to the job).*

A standard formulation is being mixed based upon written work instructions and was loaded in proper order; however initial sample brought to the lab and tested quality technicians show the viscosity to be out of published specification. The batch needs to be adjusted by adding additional components, and the formula needs to be reviewed to determine what adjustments need to be made.

Physical Requirements:

Must be able to spend hours on your feet, lift up to 65 lbs., and climb ladders up to 10 feet.

Job's normal work environment:

Area cleanliness is an important part of each day as the position revolves around mixing thousands of pounds of adhesives and sealants daily. Sample testing is performed in a lab environment. Other duties will require being on the manufacturing floor.

Exposure to dust from blending fillers like talc and calcium carbonate can be excessive in the process. Most of the solvents are flammable, and care must be taken to prevent any sparks or electrical combustion within the blending process.

Typical equipment interacted with:

- 1) Laboratory testing equipment such as viscometers, thermometers, scales, etc.
- 2) Computers
- 3) Solvent tank operating system

ISO 9001:2015 Quality Responsibilities:

- 1) Understand our Quality Policy
- 2) PR-020 Housekeeping
- 3) PR-007 Corrective & Preventive Action
- 4) PR-013 Control of Non-Conformity
- 5) PR-015 Coatings Production Schedule
- 6) PR-019 Preservation
- 7) PR-002 Control of Documents
- 8) PR-003 Control Records
- 9) PR-009 Calibrations
- 10) PR-029 Quality Control Lab
- 11) PR-030 Shipping
- 12) PR-031 Receiving
- 13) PR-032 Bulk Tank Receiving

All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a threat or significant risk to the health and safety of themselves or other employees.



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This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and / or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship.

Employee Name

Date

Employee Signature

Manager Name

Title

Manager Signature

Date