

1.0 JOB DESCRIPTION SUMMARY

Final Inspection & Test Technician

2.0 REPORTING RELATIONSHIPS

Final Inspection & Test Technician Supervisor

3.0 JOB REQUIREMENTS

3.1 Education

3.1.1 Required – Secondary school graduate or GED (may be waived based on past work experience or an actual task/performance evaluation conducted at job interview).

3.1.2 Preferred – Secondary school graduate with technical courses.

3.2 Experience

3.2.1 Required – One year in a manufacturing plant performing general manufacturing operations or sufficient skills as may be demonstrated at job interview.

3.2.2 Preferred – One year in a manufacturing plant performing final inspection & testing operations.

3.3 Skills, knowledge and abilities

3.3.1 Must be familiar with all manufacturing operations that take place at Solar Technology including techniques and equipment.

3.3.2 Must be familiar with all quality control documentation used in the manufacturing process at Solar Technology.

3.3.3 Must be familiar with anti-static measures/controls, soldering and operation of electronic test equipment to include multimeters and DC clamp meters.

3.3.4 Must be thoroughly familiar with the operation and maintenance of all equipment manufactured by Solar Technology.

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- 3.3.5 Must be comfortable in a high quality manufacturing plant environment.
- 3.3.6 Must be able to work well with others in a high stress production environment.
- 3.3.7 Must be able to communicate easily with peers and supervisors.
- 3.3.8 Understand relationships of various departments and functions within the plant environment.
- 3.4 Physical requirements
 - 3.4.1 Must be able to work in a manufacturing environment with a higher than normal sound environment.
 - 3.4.2 Must be able to lift and maneuver heavy pieces of product components up to 100 pounds.
 - 3.4.3 Must be able to operate various types of electronic and mechanical test equipment.
- 3.5 Mental requirements
 - 3.5.1 Mathematical – must be able to add, subtract & work with fractions.
 - 3.5.2 Language – must be fluent in English.
 - 3.5.3 Mechanical – must be able to use basic hand tools and test equipment.
 - 3.5.4 Spatial – no particular skill required.

4.0 WORKING CONDITIONS

Most of the workday would be spent in a manufacturing plant environment, on his/her feet all day, performing moderately physical tasks associated with manufacturing and production inspection. Must be able to go up and down steps several times a day.

5.0 ESSENTIAL FUNCTIONS

- 5.1 Insure that all products manufactured by Solar Technology meet or exceed all established quality standards prior to shipping.
- 5.2 Understand schedule requirements.
- 5.3 Represent Solar Technology in a professional manner.
- 5.4 Insure that equipment is maintained in a clean and safe manner.

6.0 AUTHORITIES AND RESPONSIBILITIES

- 6.1 Responsible for insuring that all products meet all established quality standards prior to shipment.
- 6.2 Responsible for insuring that all quality control documentation is properly utilized.

7.0 DUTIES AND TASKS

- 7.1 Insure that all finished goods meet all established quality control standards by performing all required final inspections and testing of finished units in accordance with all applicable quality assurance documentation.
- 7.2 Provide feedback to his/her supervisor as required when problems are discovered and provide the means or a method by which the problem can be eliminated. Additionally provide recommendations for product and process improvement when appropriate.
- 7.3 Insure departmental equipment is maintained in a clean and appropriate manner.
- 7.4 Assist in other departments when required.
- 7.5 Train temporary workers to produce quality products.
- 7.6 Maintain safe working area.
- 7.7 Insure that work area is cleaned every night at end of shift.
- 7.8 Represent Solar Technology in a professional manner.

8.0 PERFORMANCE CRITERIA

- 8.1 Output conforms to established standards.
- 8.2 Work is produced within established time standards.
- 8.3 Work area is maintained in a clean and safe manner.