

**POSITION:** Quality Technician  
**LOCATION:** Houghton, Michigan  
**CLASSIFICATION:** Non-Exempt  
**REPORTS TO:** Quality Manager

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### Position Description

This position will lead and promote quality improvements worldwide by developing, documenting, improving, and implementing improved procedures to assemble, process, test and/or manufacture Somero Enterprises, Inc. products.

### Principal Accountabilities

- Assist in the development of quality procedures and standards
- Periodically inspect machines and checklists in Production and Shipping/Receiving
- Maintain tool and calibration log to ensure complete and accurate information is available
- Calibration of torque wrenches
- Develop, simplify, and maintain standard work for the development of the assembly build manuals, which includes photographing and documenting assembly procedures
- Maintain Out of Box Failure tracking and reporting
- Continually seek to mistake-proof issues found during inspection, through either design or process changes
- Investigate alternatives to better our procedures and build manuals with changing product designs
- Solving quality issues through root cause problem solving skills
- Review of defective product
- Create Return to Supplier (RTS's) for defective and Return Material Authorizations (RMA) parts
- Perform first piece analysis on new inbound parts
- Follow all ISO Company policies and procedures
- Work safely in a manufacturing environment and follow all company safety policies and procedures

### Attributes

- Be accountable
- Excellent written and oral communication
- Ability to work with all departments within Somero including Customer Support, Engineering, Production and Purchasing
- Willingness to leverage suppliers and industry experts to mistake-proof final inspection findings
- Must be able to look at Somero product through the customer's eyes and be able to identify potential issues
- Ability to solve problems using existing systems and processes with effective analytical skills
- Capable of identifying and developing processes and process improvements
- Maintain a positive attitude in high-pressure situations
- Able to facilitate problem solving activities
- Must be detail oriented

### Education/Experience

- High school diploma or equivalent required
- 2 to 3 years manufacturing experience preferred
- Experience in developing quality documents or checklists preferred
- Desired experience with Microsoft software packages, including Word, Excel, and Outlook

### Working Conditions

- Ability to work extended hours as business needs dictate
- Ability to obtain forklift and overhead crane certification



- Foot Protection (i.e., Steel or Composite Toe Footwear) required
- Office, shop floor, prototype build area and customer job sites
- Periodic domestic and/or international overnight travel possible
- Ability to regularly lift up to 50 pounds
- Ability to stand, kneel, bend for several hours at a time

**Job Description Acknowledgement:** I have received, reviewed, and discussed any questions I may have had about this job description prior to signing this form.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_