



Production, Fulfillment & Quality Control Technician

Job Description

Departments: Production, Fulfillment & Quality Control Technician

Reporting to: Production Manager and General Manager

Summary: The Production, Fulfillment & Quality Control Technician is responsible for assembling, testing and repairing new and used products, performing quality control inspections on raw materials/components and work in process products, and kitting/packing outgoing customer orders. These duties contribute to the workflow of three departments: Production (including Repair Stations), Quality Control and Fulfillment.

Qualifications:

1. Minimum 1-2 years of relevant experience
2. Excellent technical, problem solving and communication skills
3. Commitment to excellence, strong work ethic and attention to both big picture objectives and an abundance of details
4. Highly organized and accurate

Organizational Core Competencies:

- Take pride in the quality of your work assignments and maintain a positive attitude about the company and all its customers.
- Perform assigned duties in a self-motivated, self-starter, organized, time structured manner.
- Maintain the highest ethical standards at all times.
- Report any and all conditions affecting customer satisfaction.
- Learn and understand the principles of lean manufacturing and 6s always working to the standard of "Relentless Elimination of Waste".
- Continually pursue lean manufacturing principles through education and continual implementation.
- Become and remain expert in knowledge with the company's quality management system and continually put into effect the quality management system throughout operations.



- Become and remain expert in knowledge with the company personnel policy and expected standards of employee conduct.
- Responsible for becoming and remaining expert in knowledge level of the company Repair Station manual.
- Safely operate, maintain, clean and store, tools and equipment necessary for the production of company products.
- Ensure that all tools and equipment in use have a current calibration record and identification before using. Ensure that all equipment, tool and machine areas are kept clean and hazard free.
- Ensure that all work areas and tools are kept clean, organized, and clutter free.
- Immediately advise supervisor or higher authority, of all delays, potential delays, work stoppages, potential work stoppage, quality control problems, anticipated quality control problems, shortages, new item or process requirements, perceived design deficiencies, observed parts failure patterns, substandard work previously accomplished on items being worked on.
- Observe any building maintenance requirements and report to supervisor.

Job Family Competencies:

- Must have completed a high school education.
- Familiarity with production processes and drawings a plus
- Must be able to use standard hand tools repetitively.
- Must be able to lift up to 50lbs.
- Prior experience in aviation a plus, but not required.
- Experience with Sage 100 ERP a plus, but not required.
- Demonstrate effective professional communication skills.
- Exercise sound decision-making abilities.
- Must be able to read, write, and understand English.

Key Job Competencies:

- Assemble and test products for inventory and sales to meet the needs of the company's customer base or inventory requirements as requested by Sales Order or Work Order.
- Maintain an adequate inventory of components so as not to create shortages or delays.
- Repair returned product as requested by the customer in a timely manner.
- Assist sales and customer service staff by answering technical questions as needed when qualified.
- When qualified, check drawings, schematics, blueprints, manuals, and directives and any other material for compliance to appropriate governing agencies and/or company standards as directed by supervisor.
- Generate or review, detailed written assembly, fabrication, modification, and repair directions, instructions, or manuals. Ensure accuracy of materials and processes. Use precise definitions, standards, and tolerances as are published in PFI drawings, installation instructions, and such other documents as may pertain. In the event that discrepancies or errors are found, document them in writing and bring them to the attention of the supervisor.



- Responsible for notifying sales of any delay of any sales order.
- Responsible for notifying manufacturing of needed product.
- Responsible for assuring production entries are completed when receiving products from manufacturing.
- Responsible for completing production entries for kitted items prior to shipping.
- Responsible for maintaining an accurate inventory system.
- Responsible for maintaining a clean, orderly, and accurate inventory stores area. All items are to be appropriately marked with part number description and Bin location.
- New items are to be received and cut to the shelf within two days of receipt.
- Assists in inventory preparation.
- Other duties may be assigned by the shop manager(s).

Compensation:

1. Base Pay: \$20-\$23 per hour depending on experience
2. Annual Bonus Opportunity: Up to 20% based upon year over year company sales growth.
3. Annual Paid Time Off (PTO): 15 days during first 3 years, 20 days years during years 4 and 5 and 25 days from 6 years and on.
4. Annual Paid Holidays: 9 per year
5. Fully Paid Medical Insurance for employee and pre-tax 125C plan employee paid coverage of dependents
6. Retirement Plan: 401(k) Plan company match on 100% of employee contributions up to a maximum of 4% of base pay.
7. Out of Pocket Dental/Vision Reimbursement: Up to \$600 year reimbursement for out-of-pocket dental and vision expenses.
8. Wellness Benefits: Up to \$25/mo reimbursement for qualified expenses such as memberships to health clubs, yoga studios, etc.

TO APPLY FOR THIS POSITION, PLEASE EMAIL COVER LETTER AND RESUME TO
JOBS@PRECISEFLIGHT.COM

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