



Job Description

Job Title: Quality CMM Specialist (2nd Shift)
Department: Quality Assurance
Reports To: Quality Manager
FLSA: Non-Exempt

Essential Duties and Responsibilities include the following:

- ❑ Ability to Interpret
 - Component, sub-assembly and finished product drawings.
 - Control plans for inspection
 - Layout Requests
 - Supplier performed measurement data
- ❑ Ability to
 - Work with internal customers
 - Prioritize work based upon customer required dates
 - Re-prioritize work based upon
 - Negotiate and meet time frames
 - Understand statistical measurements (C_p , C_{pk} , Mean, Standard Deviation, Variance)
 - Manage risk and make recommendations based upon business need and quality requirements
- ❑ Create, update and maintain
 - CMM Prototype Fixtures
 - CMM Production Fixtures
 - CMM programs
- ❑ Conducts
 - Capability studies on supplied parts
 - Dimensional layouts on supplied components, sub-assemblies and finished products
 - Gage R&R studies
- ❑ Coordinates
 - Calibration and maintenance schedules of CMM, where appropriate
- ❑ Create
 - Training Materials on Metrology and the use of CMM and other measurement equipment
 - Training sessions on Metrology and the use of CMM and other measurement equipment
- ❑ Keeps plant management, engineering and area supervisors advised of quality problems and/or potential quality problems.
- ❑ Conducts first piece inspections, in process inspections (where and when applicable) per instructions and control plans.
- ❑ Conducts inspections on Electronic assemblies to IPC610A and board inspection to IPC600
- ❑ Uses and reads digital and/or veneer, calipers, micrometers, height gauges, dial indicators.
- ❑ Inspects gages for “Out of Calibration” and follows reaction plan for noncompliant gages
- ❑ Uses video comparator, microscope, MicroVu (automated and manual) and any other special measuring devices implemented for testing including all electrical testers.

- ❑ Maintains paperwork and records for all inspections and audit rejections through proper log entries and email via Excel, Word, Infinity SPC, ROI and Share Point.
- ❑ Completes incoming receiving inspections where applicable.
- ❑ Completes process audits when assigned.
- ❑ Composes a process or product deviation.
- ❑ Understands characteristics such as splay, mismatch, flash burrs, short shots, burns, tombstone, billboarding etc.
- ❑ Defines containment barriers for all nonconforming products and presents data to supporting departments to determine proper disposition of that product.
- ❑ Collects, reads and interprets data relating to control plans, application drawings, product specifications.
- ❑ Performs additional measuring or testing for capability studies or Gage R&Rs as required by other departments including, but not limited to, Quality Assurance, Design Engineering and Manufacturing Engineering.
- ❑ Comprehends & uses the 7 Quality Tools (Histogram, Control Charts, Check Sheets, Pareto Charts, Cause & Effect Diagram, Scatter Diagrams, Data Stratification)
- ❑ Compose & implement processes, work instructions and/or SOP (Standard Operating Procedures)
- ❑ Passes/Fails products by specification tolerances
- ❑ Involved in Quality Control improvement projects
- ❑ Edits and/or modifies Control Plans under the Quality Engineers direction
- ❑ Fully completes the MRB/Rework process with authorization to close
- ❑ Other duties as assigned.

Education and/or Experience:

- ❑ 3 years experience with Optical and Physical Metrology or equivalent
- ❑ Training in GD&T
- ❑ To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- ❑ This position requires a high school diploma or general education degree (GED), or one to three months related experience and/or training, or equivalent combination of education and experience.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk and/or hear. The employee is frequently required to stand and walk. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.