



Quality Control Operator (QCO)

FLSA Status: Non-Exempt

Reports To: Director of Quality & CI

TRAVEL: <5%

Positions Supervised: None

POSITION SUMMARY

Support team members with various manufacturing processes that take place in the Production Department, focusing on ensuring quality standards & processes are being followed and updated in a timely manner with the goal of creating a culture of quality and accountability. **Standard Work: 1. Conduct visual & dimensional quality inspections for all manufacturing processes at shift change, start-up and process change. Audit all workstations for appropriate gages, documentation & adherence to workorder, storyboard & production control plan. 2. Complete all final inspections and/or facilitate sort/re-work activities as needed. 3. Conduct training & re-training on visual quality & gaging/measurement techniques. 4. Ensure all information for redlined documents is collected and submitted to quality for review. 5. Collect quality data for metric reporting and communicate with all team members in real time.**

ESSENTIAL DUTIES

- Committed to the mission, vision and values and driving a culture of quality & accountability at Nicolet Plastics.
- Measure and/or visually inspect parts as specified in the PCP at startup, shift change & process change.
- Audit all presses and assembly for PCP/tablet, gages, workorder, storyboard etc.
- Assist team members in troubleshooting & containment activities following an internal non-conformance.
- Contact Team Leader, quarantine parts, and complete MRB record for parts not meeting specifications.
- Communicate workstation audit results to Team Leads & work to determine root cause of deficiencies.
- Recognize and report safety hazards to Team Lead.
- Responsible for completion of rework & sort activities.
- Responsible for completion of final inspections as required.
- Audit skill competency of team members and ensure quality policies and processes are being followed.
- Conduct other audit activities as required and requested by Quality or Leadership Team.
- Conduct training & re-training on visual quality & gaging/measurement techniques.
- Enter quality inspection data into IQMS quick inspect.
- Ensure all information for redlined documents is collected and submitted to quality for review.
- Update physical/digital story boards as needed with good parts and/or missing parts, post approval.
- Notify Team Leads/Lead Operators when a process deviation is needed for temporary changes to ensure customer product conformance.
- Draft & implement deviations in IQMS as needed.
- Consult with all shifts to communicate areas that may require attention.
- Complete documentation for corrective action (CAR) sampling events and 1st production runs as needed.
- Ensure any additional customer required documentation/data collection is completed.
- Assist Quality with corrective actions as needed.
- Notify Quality of measurement equipment out of calibration equipment.

EDUCATION AND/OR EXPERIENCE

- High School Graduate or General Education Degree (GED)
- Minimum of six months experience working NP production environment preferred
- Strong desire to collaborate with and be part of the NP Team
- Proficient in all Production Operator (PO) skills preferred
- Willing and able to complete all applicable skills as listed within the Skills Matrix, Current Checklist and/or QCO Career Path Plan
- Willing and able to complete 8D Training Program and participate in 8D problem solving teams ongoing
- Excellent verbal, written and interpersonal communication skills.
- Perform basic arithmetic calculations.
- Basic understanding of measurement equipment such as calipers, height stand & fit function gages.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand for long periods of time; walk, handle tools, or controls; communicate and listen (hear). The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move parts, reports, files, office supplies, etc. weighing up to 40 pounds. Be able to handle, grasp, and perform repetitive motion. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

PHYSICAL DEMANDS (Continued)

		Lift/Carry	
Stand	C (Constantly)	10 lbs or less	F (Frequently)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	C (Constantly)	51-100 lbs	O (Occasionally)
Reach Outward	C (Constantly)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	O (Occasionally)	12 lbs or less	O (Occasionally)
Crawl	O (Occasionally)	13-25 lbs	O (Occasionally)
Squat or kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	F (Frequently)	41-100 lbs	N (Not Applicable)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Work is performed primarily in a manufacturing environment; moderate levels of dirt, noise, vibrations, equipment movement hazards, fumes, chemicals/solvents, and electrical hazards and occasionally work in an office environment with use of computer and other standard office equipment. Personal Protective Equipment (PPE) such as safety glasses, safety shoes, hearing protection, etc. is to be worn as applicable throughout the entire shift.

By signing below, I acknowledge that I am generally competent to perform the above essential job functions as a Quality Control Operator.

Team Member Acknowledgement

Date

By signing below, I acknowledge the employee is generally competent to perform the above essential job functions as a Quality Control Operator.

Management Resource Acknowledgement

Date