

Klein Steel Service  
QUALITY TECHNICIAN

General Description:

Tests and inspects products at various stages of production process and compiles and evaluates statistical data to determine and maintain quality and reliability of products.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- ☒ Interprets engineering drawings, schematic diagrams, or formulas and confers with management or engineering staff to determine quality and reliability standards.
- ☒ Selects products for tests at specified stages in production process, and tests products for variety of qualities such as dimensions and mechanical.
- ☒ Records test data, applying statistical quality control procedures.
- ☒ Evaluates data and writes reports to validate or indicate deviations from existing standards.
- ☒ Recommends modifications of existing quality or production standards to achieve optimum quality within limits of equipment capability.
- ☒ Prepares graphs or charts of data or enters data into computer for analysis.
- ☒ Develops and initiates standards and methods for inspection, testing, and evaluation.
- ☒ Plans and conducts the analysis, inspection, design, test, and/or integration to assure the quality of the assigned product or component.
- ☒ Devises sampling procedures and designs and develops forms and instructions for recording, evaluating, and reporting quality and reliability data.
- ☒ Establishes program to evaluate precision and accuracy of production equipment and testing, measurement, and analytical equipment and facilities.
- ☒ Communicates significant issues or developments identified during quality activities and provides recommended process improvements to management.
- ☒ Prepares reports to communicate involvement and results of quality activities.
- ☒ Prepares and presents technical and program information to team members and management.
- ☒ Maintains a working knowledge of government and industry quality codes and standards.
- ☒ Must adhere to all safety rules and regulations. Attention to safety must be adhered to at all times. Unsafe practices or situations must be reported to a supervisor immediately.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions immediately to supervisor; Uses equipment and materials properly.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives.

Oral and Written Communication - Speaks and writes clearly, informatively, and persuasively in positive or negative situations; listens and gets clarification; responds well to questions. Has the ability to read and interpret written information.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans. Is cost conscious and conserves organizational resources.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Adaptability - Adapts to changes in the work environment; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan. Is consistently at work and on time; Arrives at meetings and appointments on time.

Initiative - Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values. Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Works well in group problem solving situations.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things. Possess the Integrity & Character and have Interpersonal Communications Skills to interact with internal customers.

Computer Skills- Must be fluent in Microsoft to include Word/Excel/PowerPoint. Must be able to produce from scratch excel data tracking charts that will be displayed internally as well as Power Point presentations that will be reviewed by senior management.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High school diploma minimum with additional education and or training within the field preferred.

Three to four years experience.

Additional Skills and Experience:

☑ Knowledge of Manufacturing software; Spreadsheet software and Word Processing software.

☑ Blueprint reading, GD+T, correct use of measuring equipment that may be used within a manufacturing steel processing facility.

Physical Demands:

The physical demands described here are representative of those that must be met by a team member 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 team member is regularly required to stand; walk; use hands to finger, handle, or feel and talk or hear. The team member is frequently required to sit and reach with hands and arms. The team member is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The team member must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must be able to hear warning sounds such as horns, material handling equipment, and buzzers from cranes.

**Work Environment:**

The work environment characteristics described here are representative of those a team member 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 fast-paced work environment is usually moderate.

**HOW TO APPLY:** Submit cover letter and resume by email **or** stop in:

106 Vanguard Parkway, Rochester, NY 14606

Email: [Recruiter@kleinsteel.com](mailto:Recruiter@kleinsteel.com)