



## JOB DESCRIPTION

**POSITION:** OEM QC TECH ASSISTANT

**DEPARTMENT:** QUALITY ASSURANCE

**DIVISION:** OEM QUALITY CONTROL

**SUPERVISOR:** QA SUPERVISOR

**CLASSIFICATION:** TEMPORARY FULL TIME

**LAST MODIFIED:** 4/19/2019

**General Purpose of Job:** Assist with Quality Assurance OEM functions.

### Essential Functions of Job:

- assemble/disassemble products
- unpackage and package products
- assist and learn Quality Assurance functions
- operate hand power tools
- maintain a clean work environment
- assist with special projects when necessary
- exhibit a cooperative, compatible, and punctual work ethic

### Educational and/or Experience Requirements of Job:

- High School Diploma or GED
- up to 3 months of training or experience on the job

### Physical Demands of Essential Functions:

Persons in this position will occasionally be required to stand and walk, and frequently be required to sit. This person should frequently be able to talk, hear, and use hands to finger, handle or feel. This person should be able to climb stairs daily.

This person should regularly be able to lift 50 pounds from the floor to over their shoulders. This person must also be able to pull up to 3000 pounds with a pallet jack.

Vision requirements include close vision, color vision, depth perception, and the ability to adjust focus for long periods of time.

### Personal Demands of Essential Functions:

The person must be able to hold close mental attention for long periods of time.

### Environmental Conditions of Job:

Occasional exposure to dirt, noise, or other factors of minor disagreeableness. Hearing protection is not required. Job is such that the employee, if injured, would receive only minor cuts, bruises, or burns. Will be required to wear steel toe boots at times.

### Salary Level: C

**Signatures:** Jay Ralston:  
Chief Operations Officer

Tim Sizemore:  
Department Director of QA

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