



Job Description

Production Support Specialist
Non-Exempt
Full Time

Job Summary:

The Production Support Specialist will provide the Machining and Inspection departments support to maintain required part inspections on critical features and part finishing activities as needed. This position has advancement opportunities.

Essential Functions:

The primary duties and responsibilities of the Production Support Specialist consists of, but are not limited to:

- Machining and Inspection departments support.
- Inspection support to complete the required AQL data collections with manual hard gages and automated inspection equipment (CMM/Vision Systems).
- Ensuring all data collection is completed and accurate.
- Deburring and tumbling.
- Ensuring parts counts are accurate and clearly identified.
- Packaging parts as needed.
- Segregate parts and initiate non-conformance when parts are found out of print.
- Complete product sorts in the event a non-conformance is found.
- Other miscellaneous activities.

Secondary

- Perform 100% inspection on parts and materials as directed.

Accountabilities:

- Facilitate a continuous improvement culture.
- Foster a team-oriented quality ownership culture.
- Ensure compliance to QMS requirements.
- Quantifiably ensure compliance of dimensional accuracy of a parts and materials.
- Ensure identification and containment of all suspect / nonconforming product.
- Communicate areas of concern as it relates to the dimensional accuracy and visual requirements.

Authorities:

- Nonconforming of product, materials or gages.
- Stop processes and shipments due to quality concerns if necessary.
- Communicate to management issues with product and process conformance.

Competencies:

- Ability to complete special inspection projects with direction
- Visual acuity
- Fine motor dexterity
- Ensure segregation & identification of non-conform product

Physical Requirements:

- Must be able to lift/push up to 50 lbs., multiple times a time, without a crane.
- Must be able to remain on feet for up to 8 hours a day.

Qualifications:

Education:

- High school diploma (required).

Background:

- Previous manufacturing experience a plus. Will train as needed.
- Experience operating micrometers and calipers a plus. Will train as needed.
- Experience deburring a plus. Will train as needed.