Quality Control Operator (QCO)

FLSA Status: Non-Exempt

Reports To: Director of Quality & CI

TRAVEL: <5%

Positions Supervised: None

POSITION SUMMARY

The Quality Control Operator at Nicolet Plastics plays a critical role in maintaining and enhancing product quality standards. This position involves close collaboration with production teams across all shifts to ensure that all manufacturing processes and products adhere to quality requirements. Responsibilities include conducting regular inspections, providing training on quality assurance techniques, and supporting continuous improvement initiatives. This role is key to fostering a culture of quality and accountability, ensuring that every product meets customer specifications and upholds the company's commitment to operational excellence.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Committed to the Mission, Vision, and Values of Nicolet Plastics LLC.
- Perform detailed visual and dimensional inspections of products using a variety of precision measurement tools to ensure adherence to specifications.
- Collect, analyze, and report quality data to support data-driven decision-making and identify areas for improvement.
- Participate actively in continuous improvement initiatives, contributing to projects that enhance product quality and operational efficiency.
- Ensure all quality documentation is accurate, complete, and compliant with industry standards and customer requirements.
- Provide training to production staff, promoting adherence to quality standards and best practices.
- Proactively monitor production processes to identify and address potential quality issues in real-time.
- Maintain a strong focus on customer satisfaction, ensuring all products meet or exceed customer expectations and addressing any quality concerns transparently.
- Manage non-conforming products by initiating and maintaining Material Review Board (MRB) records, drafting and implementing deviations, and ensuring that all actions are documented in IQMS.
- Work closely with production teams to quarantine and segregate non-conforming products to prevent their unintended use.
- Conduct regular audits of production processes, workstations, and quality systems to ensure compliance with established standards and procedures.
- Report audit findings and recommend corrective actions.
- Other duties as assigned.

EDUCATION AND/OR EXPERIENCE

Education:

- High School Diploma or GED required.
- Additional vocational training or certification in Quality Control, Manufacturing Technology, or a related field preferred.

Experience:

- Minimum of 1-2 years of experience in a manufacturing environment, with exposure to quality control processes.
- 3-5 years of experience in a quality control role within a manufacturing setting preferred.
- Familiarity with inspection tools and techniques, data collection, and ERP systems (preferably IQMS).
- Experience with root cause analysis, the 8D process, and conducting audits is highly desirable.
- Proficient in the use of computers, including the Microsoft Office suite (Word, Excel, etc.), with the ability to navigate and utilize various software systems and equipment interfaces.

PHYSICAL DEMANDS

While performing the duties of this job, the associate is frequently required to stand for long periods of time; walk, handle tools, or controls; communicate and listen (hear). The associate is occasionally required to climb or balance. The associate 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)	21-40 lbs	O (Occasionally)
Handling / Fingering	C (Constantly)	41-100 lbs	N (Not Applicable)
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 team member is generally competent to perform the above essential job functions as a Quality Control Operator.

Management Resource Acknowledgement	**Date**

Updated 08/12/24