Vermont Precision Tools

Quality Control Officer

VALUE STREAM / DEPARTMENT:	Quality Assurance
STATUS & PAY CLASS:	Salary / Exempt / Non-Supervisory
SHIFT:	Primarily First (1st) Shift / Must be flexible to work extended hours
WORK SCHEDULE:	
WAGE RATE:	$43,680.00 to $78,000.00 Starting wage is negotiable based on previous knowledge/experience
POSITION SUMMARY:	The Quality Control Officer is responsible for supporting, implementing, maintaining, and continually improving the company's Quality Management System (QMS). This position ensures that quality-related activities, equipment, processes, and documentation comply with applicable customer requirements, internal procedures, and the requirements of ISO 9001, ISO 13485, and ISO/IEC 17025.

Essential Job Functions

A. Quality Management System (QMS) Maintenance and Compliance

- Maintain and support the Quality Management System in accordance with ISO 9001, ISO 13485, and ISO/IEC 17025 requirements.
- Assist in developing, reviewing, revising, and maintaining quality procedures, work instructions, forms, and other controlled documentation.
- Maintain accurate quality records and objective evidence demonstrating compliance with applicable standards.
- Support management reviews, quality objectives, risk assessments, and continual improvement initiatives.
- Communicate quality system changes and applicable requirements to relevant personnel.
- Participate in regulatory and customer audits.

B. Equipment Calibration and Maintenance

- Coordinate and perform calibration activities for applicable inspection, measurement, test, and monitoring equipment.
- Maintain the calibration schedule and ensure equipment is calibrated at established intervals.
- Maintain calibration records, certificates, equipment identification, and calibration status.
- Review calibration results and certificates to ensure required accuracy, traceability, and acceptance criteria are met.
- Document repairs, adjustments, and maintenance activities and ensure equipment is evaluated following repair or adjustment before being returned to service.
- Evaluate the potential impact of out-of-tolerance equipment on previous inspection and test results, products, and reported data, as applicable.

C. Validations

- Assist in preparing and executing validation protocols, Equipment and Process qualification plans, acceptance criteria, and final reports.
- Ensure validation activities are documented, reviewed, and approved before equipment or processes are released for production use, where required.
- Maintain validation records and supporting objective evidence.

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Essential Job Functions Continued

D. Corrective and Preventive Action (CAPA)
- Initiate corrective and preventive actions in accordance with company procedures.
- Assist with investigations into non-conformances, customer complaints, audit findings, process deficiencies, and recurring quality issues.
- Support root cause analysis using appropriate problem-solving methods.
- Participate in investigations and collaborate with department personnel to identify and implement appropriate containment, corrective, and preventive actions.
- Verify the effectiveness of corrective actions and maintain supporting documentation.

E. Internal Auditing
- Conduct internal audits in accordance with approved audit procedures and applicable ISO 9001, ISO 13485, and ISO/IEC 17025 requirements.
- Prepare audit plans, checklists, reports, and supporting records.
- Evaluate compliance with documented procedures, applicable standards, customer requirements, and established processes.
- Document audit findings, observations, and opportunities for improvement.
- Communicate findings to responsible department managers and the Quality Director.
- Follow up on audit findings to verify implementation and effectiveness of corrective actions.

F. Quality Records and Documentation
- Maintain accurate, complete, and retrievable quality records in accordance with established retention and control requirements.
- Support and uphold quality procedures, work instructions, forms, calibration records, validation records, audit records, and corrective action documentation.

G. Training and Continual Improvement
- Support employee awareness of applicable quality procedures and system requirements.
- Assist with identifying training needs related to quality processes, equipment, calibration, validation, and compliance.
- Promote a culture of quality, accountability, and continual improvement.

H. Follows all Company policies, ergonomic standards, and safety requirements.

I. Perform other quality-related duties as assigned by the Quality Director.

J. Regular and on-time attendance is required.

Perform other duties as required:
The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Required to adhere to:
- All company workplace policies
- All ergonomic standards
- All safety requirements inclusive of using authorized PPE’s and LO/TO processes

Regular and on-time attendance is required:
Be to work on time when scheduled to work and remain at work throughout the established work schedule.

Qualifications

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REQUIRED

Education and Experience:

- A high school education is required or an equivalent of education and experience from which similar knowledge and abilities can be acquired.
- Experience in quality control, quality assurance, manufacturing, calibration, or quality management systems preferred.
- Experience working in a regulated manufacturing environment preferred.
- Familiarity with ISO 9001, ISO 13485, and ISO/IEC 17025 requirements.
- Experience with internal auditing, corrective action, equipment calibration, and validation activities preferred.

Knowledge and Skills:

- Ability to interpret and apply quality standards, procedures, and customer requirements.
- Strong organizational skills and attention to detail.
- Ability to investigate quality issues and support root cause analysis.
- Proficiency in maintaining controlled documents and quality records.
- Ability to coordinate activities across multiple departments.
- Proficiency with Microsoft Office and applicable company quality or enterprise resource planning systems.
- Ability to manage multiple priorities and meet established deadlines.
- Ability to establish and maintain a professional and effective working relationship with co-workers and other employees at all levels in the organization
- Effective written and/or oral communication skills to interact with employees at all levels of the organization
- Ability to carry out assigned tasks and projects to their completion with minimal supervision
- Ability to work independently
- Ability to work within an atmosphere of continuous improvement and teamwork.
- Familiarity with LEAN principles and waste elimination are a plus
- Must be 18 years of age

Additional Requirements:

Employment is contingent upon satisfactory completion of criminal background investigations as well as passing a post-offer, pre-employment drug screen.

Tools & Equipment

The employee will be expected to use the following machinery and/or equipment:

- Calipers
- Micrometers
- Dial Indicator
- Super Micrometer and Laser Micrometer
- Optical Comparator
- PPE’s
- LO/TO Equipment
- Computer
- Copier, printer, fax Machine, & scanner
- Calculator and Phone
- Microsoft: Word, Excel, Access, Outlook
- Company’s internal software programs

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Work Environment

- This position is subject to Vermont Precision Tools' Drug and Alcohol-Free Workplace Program.
- Employees work within the Operations Division of Vermont Precision Tools, at the Swanton Vermont Manufacturing Facility, and report directly to the Quality Assurance Manager.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- The manufacturing work environment may require the employee to be exposed to the following conditions:
    - Noise
    - Dirt, dust, odors, fumes, mist, vapors
    - Industrial fluids and chemicals such as coolants or oils
- Additional safety policies and procedures may be applicable while working in other areas of the facility.

Physical Demands

Identify physical demands typically encountered and reasonably anticipated in this position.

- The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirement	O	F	C	Physical Requirement	O	F	C
Sitting			X	Lifting/carrying 10-25 pounds	X		
Standing	X			Lifting/carrying 26-50 pounds	X		
Walking		X		Lifting/carrying >50 pounds	X		
Climbing while balancing on **step stool or ladders**	X			Pushing/pulling	X		
Squatting, kneeling, and crawling	X			Hearing conversations or sounds		X	
Use of feet while using **foot pedals while balancing** (flexion)				Seeing objects at a distance	X		
Foot Action while **stepping up and balancing on elevated lift platform**				Seeing objects peripherally	X		
Repetitive use of fingers while **picking and pinching**		X		Seeing close work		X	
Handling (holding, grasping, gripping)		X		Reading		X	
Repetitive wrist motion (flexion/rotation)	X			Distinguishing colors		X	
Keying/Typing		X		Communicating through writing		X	
Feeling and perceiving attributes of objects		X		Communicating through speech		X	
Reaching to side (Side bend)	X						
Reaching above shoulder level	X						
Bending or twisting at waist level	X						
Neck flexion/extension (chin to chest/chin away from chest/body)	X						
Neck Twisting from side to side	X			Overnight travel			

O: Occasionally (1% to 33% of the time); **F**: Frequently (34%-66% of the time); **C**: Continuously (67%-100% of the time)