



JOB POSITION DESCRIPTION

TITLE: CMM Lab Technician	JOB GRADE: 07
REPORTS TO: Corporate Quality Director	STATUS: Salary - Non Exempt
DEPARTMENT: Corporate Quality	NEW OR REVISED X 08/2012

SUMMARY OF POSITION:

Responsible for the accurate measurement, recording and reporting of all metrology functions.

PRIMARY DUTIES AND RESPONSIBILITIES:

To perform this position 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.

1. Scheduling the lab for all layouts and/or metrology studies as required.
2. Accurate layout of product as required.
3. Complete documentation and reporting of data.
4. Development of new program PPAP requirements (layout reports).
5. Accurate reporting and filing of program data.
6. Assist with GD&T as needed.
7. Responsible for scheduling and calibration of hand tools and equipment.
8. Distribution of metrology results to appropriate departmental personnel.
9. Performing capability studies as needed.
10. Shall adhere to all safety, health and environmental procedures, policies and practices such as; utilizing personal protective equipment and proper attire in keeping with safety standards.
11. Comply with all ISO/TS 16949 & ISO-14001 procedures and work instructions related to your job description.
12. Performs all other functions as required; included are any work assignments relating to the efficient flow of work within JAC Products Inc.

SKILLS/COMPETENCIES:

- Maintain a team-oriented working environment that allows for individual differences and provides for individual growth.
- Ability to read and interpret documents such as safety rules, policies and procedure manuals and operating instructions.
- Ability to perform basic mathematical functions such as addition, subtraction, multiplication and division.
- Knowledge of layout concepts and design equipment using Zeiss Calypso software or alternative (open PCDMIS, etc.
- Verbal and written communication skills
- Knowledge of computer systems – Microsoft Office Suite



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- Knowledge of statistical process control
- Ability to read blue prints
- Minimum of 1 year actual CMM layout experience

PREFERRED EDUCATION REQUIREMENTS:

Note: *Possession of a High School Diploma or General Education Degree (GED) is required for all new hires in all positions.*

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PREFERRED EXPERIENCE:

- Minimum of 1 year of programming CMM
- Calibration experience
- CMM Lab Technician Certification

PHYSICAL REQUIREMENTS / WORK ENVIRONMENT:

The physical demands/work environment described here are representative of those that must be met by an employee 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 employee is required to bend, stoop, crouch and stand, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms and keep balance.
- While performing the duties of this job, the employee is required to perform repetitive work and is frequently exposed to vibration.
- Ability to walk and/or sit for extended periods of time.
- The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds, and occasionally lift up to thirty (30) pounds.
- Ability to endure heat.
- While performing the job functions of this position, the employee frequently works near powered motor vehicles, power tools, and automated assembly fixtures.

The above is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not to be construed as an exhaustive statement for all-supplemental duties, responsibilities, or non-essential requirements.

JAC PRODUCTS INC.
FD 700355 REV C

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