

# QUALITY ASSURANCE TECHNICIAN

Empire Comfort Systems  
Belleville, IL

## Education:

- BS or BA Degree or equivalent experience ( Manufacturing or Industrial preferred )

## Qualifications:

- Proficient at Problem solving
- Excellent written, verbal communication skills
- Ability to effectively lead or perform within a team environment to achieve business objectives
- Competent in Microsoft Office software (i.e. EXCEL, WORD, OUTLOOK )

## Work Summary:

- Conduct Vendor-Supplied Parts Inspections
  - Inspect and ensure quality standards for all received purchase parts
  - Test for fit and function of incoming parts to guarantee ECS applications
  - Oversee and maintain Vendor Inspection Program
  - Issue internal and external reject tags
  - Process line rejects
  - Library purchase parts inspection documents electronically
  - Complete Empire Inspection Specification (EIS) forms
  - Access engineering prints to determine part requirements
- Conduct Fabricated Parts Inspection and NPD Process
  - Inspect parts in reference to Engineering prints to support NPD program (patterns)
  - Perform or oversee first part inspection process in every fabrication department
  - Help determine root cause of mistakes and establish corrective actions
  - Establish quality criteria during development of new products
- Oversee Rework Process and Conversion Process
  - Coordinate components, labor, and instruction to perform rework and conversions
  - Provide instruction and supervision throughout rework process
  - Document and library all records for rework process, including labor costs
  - Assist Accounting Department for corrected inventory adjustments
  - Develop Conversion and Rework Procedures with assistance from Engineering
- Conduct Warehouse Finished Products Audit
  - Research issues concerning multiple field complaints
  - Document and report findings to QA, Sales Department, and Tech Services



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- Production Line Inspections In-Process Quality Checks
  - Ensure ECS quality standards are maintained in production areas
  - Assist Manufacturing and Engineering with eliminating quality issues on lines
  - Provide detailed scrap reports to Accounting Department
  - Help monitor quality corrective action plans on production lines
- Process RMA Programs
  - Receive, test, and inspect returns and make determination of product
  - Process RMA documents within EIS
  - Analyze and recondition acceptable product back to inventory
  - Report RTS status on RMA documents to balance inventory
- General
  - Participate in regular meetings with supervisor
  - Must work required days to accomplish direct responsibilities
  - Must maintain courteous and professional demeanor

## Benefits

- Health/vision/dental
- Life insurance
- 10 scheduled holidays

## How to Apply

Please sent resume to our Human Resources Manager at [jobs@empirecomfort.com](mailto:jobs@empirecomfort.com).  
Please include "Quality Assurance Tech" in the email subject line.

