



JOB DESCRIPTION

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| DOCUMENT | JOB-dept-General |
| REVISION | 1 |
| PAGE | 1 OF 1 |
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PREPARED BY
Julia Nielsen

APPROVED
Mike Clifton

JOB TITLE: Quality Assurance (QA) III

DEPARTMENT: Compliance

CATEGORY: Hourly – Direct

REPORTS TO: Compliance

QUALIFICATIONS:

- High School diploma or equivalent.
- Minimum of two years' experience in an aviation manufacturing environment with at least 12 months certification as Quality Assurance, or documented previous experience with similar duties, or a combination of both.
- Current A&P license or FAA Airman's Certificate preferred.
- Excellent communication, problem solving, and interpersonal skills.
- Extensive knowledge of FAA, EASA, CAAC, and general aviation standards.
- Demonstrated ability to follow and adhere to regulatory guidance.
- Ability to utilize precision measuring instruments including calipers, micrometers, digital multi-meters, and gauges.
- Able to lift, support, and move 40 pounds.
- Familiarity in a Lean/Sigma environment preferred.

DUTIES AND RESPONSIBILITIES:

- All functions and requirements of a QA II.
- Executes return to service authorization of assemblies, including issuance of FAA Form 8130-3.
- Ensures proper customer release of non-serviceable components.
- Creates visual documentation of all completed assemblies to include proper photographing and electronic cataloging.
- Completes final work order package, its review, and archiving via scanning.
- Practices good housekeeping at all times.
- Leads continuous improvement initiatives within their respective areas, as required.
- Ensures safety policies are followed at all times and reports safety deficiencies as required.
- All other duties as required.