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***PFI Precision, Inc.***  
***Position Description***

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**POSITION TITLE:**

Quality Department Parts Sorter

**POSITION REPORTS TO:**

Quality Manager

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**BASIC FUNCTIONS OF THE POSITION:**

Visually sort machined or assembled parts for defects. May occasionally use precision measuring instruments and test equipment.

**ESSENTIAL FUNCTIONS OF THE POSITION.**

- 1) Collect containers of parts to be sorted.
- 2) Ensure that all parts are properly identified as to their inspection status.
- 3) Compare shapes and textures of products with samples to verify conformance to standards.
- 4) Discard or reject products not meeting specifications.
- 5) Record data including quantity of parts sorted and rejected parts by type.
- 6) Move sorted and approved parts to the proper staging areas.
- 7) Verify dimensions of parts with simple measurement techniques such as go-no go fixtures, snap gages, and the OASIS automated measurement system.

**ADDITIONAL FUNCTIONS/RESPONSIBILITIES.**

- 1) Assist, as needed, in other functional areas of quality and production.
- 2) Work greater than 40 hours per week as needed.
- 3) Provide optimal quality of service to all customers – internal and external.

**MINIMUM EDUCATION, KNOWLEDGE, AND EXPERIENCE:**

- High school diploma or GED
- Prior manufacturing experience helpful

**BEHAVIOR TRAITS:**

- Ability to follow instructions and work in a positive, supportive, cooperative manner
- Ability to work harmoniously with others as part of a work team and to lead/provide guidance to others, as needed
- Ability to communicate effectively with shop personnel
- Ability to perform functions safely, effectively, and efficiently
- Ability to handle diverse and changing priorities and respond to PFI Precision's need for parts to our customers.

**PHYSICAL REQUIREMENTS:**

Fingering:	Frequent
Grasping:	Continuous
Hearing:	Frequent
Repetitive Motions:	Continuous
Sitting:	Continuous (approx. 8-10 hours per day)
Speaking:	Frequent
Standing:	Frequent (approx. 2 hours per day)
Lifting:	Frequent (40 pounds)
Walking/Pushing:	Frequent (approx. 2 hours per day)

**AUDIO/VISUAL REQUIREMENTS:**

Terminal/Screens:	Occasional
Depth Perception:	Frequent
Near/Far Vision:	Frequent
Sufficient Vision:	Continuous

**ADVERSE ENVIRONMENTAL CONDITIONS – Rare**

**COMMUNICATIONS:**

Orally Converse:	Frequent
Written:	Occasional

***PFI Precision Machining reserves the rights to change, modify, suspend, delete, or depart from any and/or all parts of this position description, at any time. Nothing in this position description is intended to limit the Company's rights in any manner.***