

**Bellingham Marine
Job Description**

Job Title: Quality Technician
Department: Southwest Division - Dixon, CA
Reports To: Quality Control Manager
Work Schedule: Varies: Generally Monday – Friday, 7:00 am – 3:30:00 pm, working extra hours as necessary
Dependability for work schedule is crucial.
FLSA Status: Non-exempt
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Prepared Date: 09/24/25
Approved By: Kevin Thompson
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Federal Job Cat.: Class 4

SUMMARY

Performs any combination of the essential duties and responsibilities of quality control at manufacturing facility in Dixon, CA. Successful candidates will be required to participate in a pre-employment drug screen and random drug screening per our Drug Free Workplace policy. Dependability for work schedule is crucial.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Inspects cast floats, float assemblies, and metal fabrications, hardware components, and lumber;
- Inspects the casting process per drawing requirements;
- Performs concrete tests per ACI / PCI and customer specifications;
- Scans production and inspection documents;
- Conducts safety tasks and inspections as required by The BMI Safety Program; and
- Documents and records QC activities.
- Performs other duties as assigned.

QUALIFICATIONS: To perform this job 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or equivalent required. Requires knowledge of or ability to learn the characteristics of concrete float fabrication with 12 months of experience working with concrete and/or prior inspection. Requires one year of experience in Quality Control.

CERTIFICATES, LICENSES, REGISTRATIONS: ACI concrete field testing tech Grade 1 Certification. Possess or ability to obtain PCI Quality Control Technician Levels 1 and 2 within 12 months of hire. Ability to read production drawings.

COMPUTER SKILLS: To perform this job successfully, an individual should be proficient with MS Word, MS Excel, and MS Outlook. Must be able to use a document scanner.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules operating and maintenance instructions and procedure manuals. Ability to read and interpret shop drawings, project

schedules and documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to perform safety training for plant personnel. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must be able to read a tape measure.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPETENCIES: To perform this job successfully, an individual should demonstrate the following competencies:

PROBLEM SOLVING: Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

JUDGMENT: Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

MOTIVATION: Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

QUALITY: Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

QUANTITY: Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

SAFETY AND SECURITY: Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

ADAPTABILITY: Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

ATTENDANCE/PUNCTUALITY: Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

DEPENDABILITY: Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

INITIATIVE: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

INNOVATION: Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in

a manner that gets others' attention.

ETHICS: Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

INTERPERSONAL SKILLS: Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

ORAL COMMUNICATION: Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

TECHNICAL SKILLS: Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

TEAMWORK: Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

OTHER QUALIFICATIONS: Ability to pass a pre-employment drug test along with random drug screens to comply with our Drug Free Workplace policy.

PHYSICAL DEMANDS: The physical demands 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 regularly (**approx. 2/3 of the time**) required to sit and talk or hear. The employee is occasionally (**approx. 1/3 of the time**) required to stand; walk; and use hands to finger, handle, feel, type, and use computer mouse. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed (**1/3 of the time**) to outside weather conditions that may be dusty at times; moving mechanical parts; and fumes or airborne particles. The noise intensity is moderate.

COMPENSATION:

BMI offers a competitive compensation and benefits package. Compensation is dependent upon skills and experience.

Bellingham Marine is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to status as a protected veteran or a qualified individual with a disability, or other protected status, such as race, religion, color, national origin, sex or age.

To request a reasonable accommodation please email hr@bellingham-marine.com.

Bellingham Marine is a Drug Free Work Place.