

QUALITY INSPECTOR

Reports To: Supplier Quality Engineer

JOB SUMMARY: Following established methods and procedures, examines parts, products and materials for defects and to ensure compliance with standards and specifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Inspects parts, products or processes to determine compliance with prints, templates, specifications and quality standards.

Uses precision measuring tools and equipment to conduct measurements and evaluations.

Analyzes and interprets test results and sample data and marks items for acceptance or rejection.

Generates and maintains accurate records of test results, inspection data, reports and files.

Generates reports including MDR's, NNRRs, FAIRs, PPAPS, and enters data in computer.

Confers with supervisor regarding inspection results, recommended corrective actions and/or needed repairs.

Cleans and maintains test equipment and instruments to ensure proper functioning.

Performs routine calibrations of measurement equipment as required.

Maintains a clean and orderly work area and follows all safety, security and personal protection equipment procedures.

Expected to be available to work in all areas of production and must be able to work overtime when required (including short notice overtime) to meet daily customer demands.

EDUCATION AND EXPERIENCE:

One year certificate from college or technical school; two years related experience and/or training; or equivalent combination of education and experience.

QUALIFICATIONS:

Ability to read, comprehend and follow instructions and diagrams written in English, including documents such as safety rules, operating and maintenance instructions and procedure manuals.

Ability to speak and write clearly in English, prepare routine reports and effectively exchange information.

Ability to use prints

Ability to add, subtract, multiply and divide in all units of measure using units of American money and weight, measurement, volume and distance.

Ability to compute rate, ratio and percent and draw and interpret bar graphs.

Must be able to enter, maintain and retrieve data stored on computer.

SUPERVISORY RESPONSIBILITIES: None.

OTHER KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of part numbers, part usage and applications for use.

Fully understands Quality policies and procedures.

Use and maintenance of precision equipment and tools such as calipers and micrometers.

Ability to interpret and follow a variety of instructions furnished in written, oral, diagram or schedule form.

Good attendance to meet productivity standards.

Able to work independently with minimal supervision.

Adapts to changes in the work environment and uses time effectively.

Pays attention to detail and checks own work to ensure quality.

Responds promptly to customer needs (internal and external).

Utilizes time efficiently and takes responsibility for own actions.

Treats others with respect and consideration and supports company goals and values.

Team philosophy - works well with others and puts success of team above own interests.

PHYSICAL DEMANDS:

The employee is regularly required to sit or stand for long periods of time, use hands and fingers, reach with hands and arms, talk and hear. The employee is frequently required to walk, stoop, kneel, climb or balance and must regularly lift and /or move up to 25 pounds. May occasionally lift or move up to 50 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

This job is in a manufacturing plant; employee may be exposed to moving mechanical parts and moderate noise.