

Quality Assurance Inspector

Reports To: Department Supervisor Division: Quality
Grade Level: 6 EEO Code: 7-874
Job Classification: Non-exempt Date: Dec 2016

Job Summary:

Conduct Quality Assurance audits of materials, work in process and finished product assuring company standards are maintained and product integrity is preserved. Consult with management to resolve quality, production, and efficiency problems. Function as an information source to various company departments when special and critical quality issues occur.

Essential Duties and Responsibilities:

- Follows part Quality Plan, performs and notes measurements from first piece in-process, final inspections using micrometers, calipers, height gauges, optical comparator, gear checker, interferometer, profilometer and visual means.
- Routinely completes and interprets inspection paperwork.
- Consults with Process Tech and operators when out of spec conditions exist.
- Function as an information source when critical quality issues arise.
- Inspects all incoming raw materials.
- Performs dock audits, randomly checking outgoing product.
- Performs workstation audits of product and assists with developing better operational procedures to improve overall quality and product yields.
- Assist in development of special department projects and work in conjunction with QA Manager.
- Completes capability studies
- Supports quality system objectives

Additional Responsibilities:

- When requested, may work on special projects and various related assignments.
- Assists and covers for quality assurance department may be required to cover for vacations, additional workload, etc.
- May be required to work in various areas of production.
- Performs other related duties and assignments as required.
- May perform first Article Inspection from new or modified tooling.

Physical Demands and Work Environment:

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 employees is regularly required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to talk, hear and use machinery. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. Employee must be able to cognitively reason, use math skills, talk and hear. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderate.

Education, Skills and Experience:

- High school diploma or GED required.
- Minimum 2 years experience in Quality control
- Ability to work with little supervision, but act as part of a team.
- Strong attention to detail.
- Decision making skill.
- Knowledge of computers/software.
- Strong math and communication skills.

This job description in no way states or implies that these are the only duties to be performed by this employee. He/she will be required to follow any other instructions and to perform any other responsible duties as requested by his/her supervisor.

Employee: _____ Date: _____

Supervisor: _____ Date: _____