

Quality Inspector

Classification

Non Exempt, Hourly Position

Reports to

Operations Manager

Date

04-25-2018

JOB DESCRIPTION

Summary/Objective

The Quality Inspector position is responsible for inspecting and evaluating units for consistency and conformity to specifications.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform visual inspections of in process and finished products.
2. Calibrate, validate, or maintain test equipment
3. Conduct routine analysis of finished product and operational data.
4. Interpret test results, traveler cards, and compare them to established specifications to make recommendations on appropriateness for release.
5. Complete documentation needed to support inspection procedures.
6. Identify equipment and quality problems and troubleshoot to recommend solutions.
7. Participate in internal assessments and audits including operational reports.
8. Inspect areas and monitor operational procedures to ensure conformance to compliance standards.

Competencies

1. Quality oriented
2. Strict attention to detail in inspecting equipment and material
3. Superior written and verbal communication skills
4. Highly organized
5. Self-motivated team player
6. Inductive and deductive reasoning
7. Knowledge of circuit boards and electronic equipment

Supervisory Responsibility

This position does not have supervisory responsibilities.



CONFIDENCE DELIVERED

Required Education and Experience

1. Minimum five (5) years of experience in quality control, quality assurance, and compliance in an electrical manufacturing environment with proven reliability.
2. Experience in safe work environments and maintaining compliance with state and federal regulations.

Preferred Education and Experience

1. Experience working in a Research and Development environment for electrical components (i.e. printers).

Environment

This position is situated in a manufacturing environment and may be subject to conditions that are often found in an industrial setting. All conditions are within permissible workplace health and safety regulations and some personal protective equipment (PPE) is required in order to ensure the employee's safety.

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. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. **Must be able to fulfill essential job function in a consistent state of alertness and safe manner.** Sitting 35%, Standing 65%, Bending 15%,

Travel

No travel required.

Additional Eligibility Qualifications

None.

Work Authorization/Security Clearance

Legally authorized to work in the United States for any employer.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.