

## **JOB DESCRIPTION**

**JOB TITLE:** Quality Assurance Inspector

**CLASSIFICATION:** Non-exempt

**DEPARTMENT:** Quality Assurance

**REPORTS TO:** Quality Assurance Manager

**SCHEDULE:** Mon – Fri, 6:00 am – 2:30 pm

**POSITION SUMMARY:** This position is responsible for inspecting and documenting first run parts and randomly inspecting production parts on the shop floor.

### **RESPONSIBILITIES:**

1. Measure parts using scales, tape, calipers, height gauge and surface plate.
2. Measure parts with the Virtek laser scanner.
3. Document nonconformities.
4. Record inspection and process results in varying customer formats.
5. Monitor the M & T Equipment program.
6. Moving checked parts to designated areas using a forklift.

### **QUALIFICATIONS:**

1. G.E.D. or High School diploma equivalency.
2. One year previous quality assurance inspection experience.
3. Ability to read basic mechanical drawings (1 part, 3 view) and complex drawings (multiple part section views).
4. Understand GD&T.
5. Understand and perform bend allowance calculations.
6. Ability to do inch – metric conversion.
7. Familiarity with Quality Management Systems (i.e. ISO/TS).
8. Ability to operate a forklift.
9. Ability to communicate with technical staff, management and shop floor personnel.
10. Safety conscious behavior.
11. Excellent attendance.

### **PHYSICAL REQUIREMENTS:**

1. Lift, carry, push and or pull 1 – 50 lbs frequently.
2. Squat/kneel, bend/stoop, twist/turn, grasp and reach overhead and outward frequently.
3. Sit, stand and walk for 1 – 8 hours per day.
4. Ability to work in a 55 – 88 degree Fahrenheit work environment.
5. Work in an industrial environment wearing hearing protection, vision protection, hard hat and steel-toed shoes.