



JOB DESCRIPTION

Job Title:	QUALITY INSPECTOR	Job Code:	
Department:	Quality	Job Type:	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary
Reports to (Title):	Quality Engineer/Manager	Employee Type:	<input type="checkbox"/> Exempt (Salary) <input checked="" type="checkbox"/> Non-Exempt (hourly)
Location:	FL, IL & MX	Direct Reports:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SUMMARY OF POSITION

Responsible for performing tests on products at various stages of production to ensure that customer specifications are being met and company quality standards are followed. Support building a customer focused quality culture through data collection, process monitoring, root cause analysis, and corrective action implementation. Monitor operations to ensure that they meet production standards. Recommend adjustments to the assembly or production process. Inspect, test, or measure materials or products being produced. Measure products with rulers, calipers, gauges, or micrometers. Inspector will uphold the safety policies and oversee the product development process to ensure that all products meet quality standards.

RESPONSIBILITIES

- Develop and conduct a variety of tests on inbound materials from vendors and outbound products for shipping to ensure they are in accordance with establish tolerance levels for quality and performance.
- Ensure that all of the quality check procedures put in place by the company are followed during every production phase.
- Create comprehensive documentation for quality issues and note the corrective actions that were taken.
- Educate production team on quality control issues and work with manufacturing managers to improve overall company safety and product quality.
- Create process checklists and coordinate quality inspections with manufacturing managers.
- Approves incoming materials by confirming specifications; conducting visual and measurement tests; rejecting and returning unacceptable materials.
- Approves in-process production by confirming specifications; conducting visual and measurement tests; and communicating required adjustments to production supervisor.
- Approves finished products by confirming specifications; conducting visual and measurement tests; returning products for re-work; and confirming re-work.
- Documents inspection results by completing reports and logs; summarizing re-work and waste; and inputting data into quality database.
- Keeps measurement equipment operating by following operating instructions and calling for repairs.
- Maintains safe and healthy work environment by following standards and procedures; and complying with legal regulations.

QUALIFICATIONS

- High school diploma/GED required. College/university or technical school degree preferred.
- Three or more years in manufacturing and one year in a Quality role required.

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Approval Date: __12/18/2017__

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- Strong understanding of raw materials and the manufacturing industry.
- Must possess excellent communication skills.
- Working knowledge of MS Office applications.
- Proven history of understanding industry safety standards and quality expectations.
- Lean training/certification preferred; certified Six Sigma Green Belt preferred.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS				
Physical Activities	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to handle or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell	X			
Weight & Force Demands	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			
Work Environment	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts				
Work in high, precarious places			X	
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			

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Extreme cold (non-weather)	X			
Extreme hot (non-weather)	X			
Risk of Electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands	Required
No Special Vision Requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color Vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	
Noise Level	Required
Very quiet	
Quiet	
Moderate	X
Loud	
Very loud	

The intent of this job description is to provide a representation and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

Employee Signature

Date

Approving Signature: _____ **Josh Salcedo** _____

Approval Date: __12/18/2017__