

## Quality Inspector

Job Title:	<b>Quality Inspector</b>	FLSA Status:	Non-exempt
Department:	Quality	Reports To:	Quality Assurance Manager
Prepared By:	Rich Neubauer/Kevin Armstrong	Prepared Date:	June 8, 2022

### Summary

The Quality Inspector is responsible for utilizing quality control systems that meet customer, Rotation Engineering, and ISO requirements.

Under limited supervision, perform diversified bench or floor inspection of a variety of standard or custom parts, products, or materials that are being produced in-house or received from vendors. Use a variety of precision measuring instruments, including electronic devices, such as optical comparators. Check color, finish, dimensions, hardness, or visual defects in materials. Perform detailed first article inspections following the installation of dies in the mechanical punch presses. May recommend, write, or modify sampling and inspection procedures. May use statistical tools to chart variance.

### Job Duties and Responsibilities

1. Perform Incoming, In-process and Final inspections.
2. Update quality specific work instructions and quality documentation as needed, including Quality Alerts, Control Plans, and Process FMEAs.
3. Help complete PPAP elements for submission.
4. Create and complete FAIRs.
5. Learn to program/operate Keyence Imaging system.

### Job Duties and Responsibilities

6. Perform in-process capability and GR&R studies.
7. Write up formal reports per customer-specified formats or web pages (FAIR).
8. Facilitate Corrective / Preventative Actions for suppliers and customers (internal & external).
9. Determine methods and equipment for attribute and dimensional measurement.
10. Promote a fast paced, positive and growth orientated culture of accountability.
11. Perform all other work-related duties as assigned.

### General Duties and Responsibilities

- Report to work as scheduled.
- Participate in continuous improvement projects.
- Maintain a positive and safe working environment for all employees.
- Conduct self and perform assigned work in a safe manner, following approved safety procedures at all times.
- Report immediately to supervisor/lead/manager any and all problems, which may affect safety, equipment, tooling, part quality or the effectiveness of the Quality Management System.
- Maintain a neat and orderly work area at all times.
- Other duties as assigned by supervisor.

### Education and/or Experience

- High School Diploma or GED
- Read blueprints and specifications to ensure that operations meet production standards
- 5+ years of experience in a metals manufacturing environment or similar.

## Qualifications

### Core Values

- Exemplify Rotation Engineering Core Values:
  - a. **Integrity:** *We have strong moral principles which drive us to “do the right thing” for our customers and one another.*
  - b. **Above and Beyond:** *We are motivated and committed to doing not just what is required, but what is needed. We strive to exceed expectations!*
  - c. **Customer-Driven:** *We think like our customer and make decisions with their satisfaction being the goal.*
  - d. **Attitude is Everything:** *We use an enthusiastic and energetic approach to meet challenges with a willing and positive attitude. “Let’s do it!”*
  - e. **Team First:** *We work together for the betterment of the company, respecting each other’s roles and abilities while always doing our individual best for the collaborative success of the team.*

### Knowledge, Skills and Abilities

- Ability to read and interpret a variety of blueprints, including GD&T.
- Knowledge of proper use of various inspection equipment and inspection methods.
- Knowledge of calibration methods.
- Knowledge of gauge capability studies.
- Knowledge of sampling methods.
- Ability to make decisions regarding conformance to specifications.
- Ability to maintain a high degree of accuracy, precision, and attention to detail.
- Ability to maintain composure in stressful situations.
- Knowledge of Practical Problem Solving, and associated tools.
- Ability to train/coach/mentor and elevate others.
- Must have strong:
  - a. Computer Skills (Outlook, Word, Excel, PowerPoint)
  - b. Communication skills
  - c. Problem-solving skills
  - d. Documentation skills
  - e. ISO 9001 knowledge

### Physical Demands

- Ability to regularly work a minimum of 40 hours per week plus overtime if warranted.
- Ability to sit or stand a minimum of 8 hours per day.
- Ability to lift 35 pounds.
- 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 employee is frequently required to sit; talk or hear; and use hands to handle, or touch objects or controls. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Acknowledgment \_\_\_\_\_ Date: \_\_\_\_\_

The above statements reflect the general details necessary to describe the primary functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.