



Job Description: QA / QC Mechanical Inspector

Classification

Nonexempt

Salary Range

As posted

Reports to

Shop Manager

JOB DESCRIPTION

Summary

Under the supervision of the Shop Manager, inspects incoming parts and supplies, performs first article, in-process, and final inspection; performs inspection of setups and fixtures; maintains, or schedules maintenance of testing tools; monitors inspection schedules and follow-up for compliance of inspection requirements

Expected to read and analyze blueprints, quality documents and manuals, and to verify measurements and other specifications to plans; to possess a basic knowledge of mechanical systems, critical thinking skills, and proficiency with standard testing tools, calipers, micrometers, depth gauge, optical comparators, and CMM equipment and software.

Essential Functions

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

1. Inspect first articles, in-process parts, and products prior to shipment using gauges, coordinate measuring machine, optical comparators, and vision.
2. Generate spreadsheets for data collection.
3. Generate first article inspection reports
4. Reconcile final inspection documentation for shipments.
5. Test incoming raw materials.
6. Use precision measuring instruments including micrometers and calipers, and fixtures and gauges to check work and perform detailed inspection of parts produced.
7. Read Instrumentation and gauges to accurately measure dimensions on parts being machined within specified tolerance.
8. Wear proper safety equipment and comply with company safety rules at all times.

Competencies

1. Mechanical and technical Capacity.
2. Organizational Skills.

3. Problem Solving/Analytical.
4. Time Management.
5. Initiative.
6. Good problem solving and conceptual skills.
7. Blueprint analysis, mechanical system knowledge, critical thinking, tool familiarity
8. Excellent communication skills to convey detailed instructions to the machine operators, and to communicate with customers and engineers regarding designs and drawings.
9. Mathematical Skills.
10. Proven ability to successfully multi-task in a fast paced, high throughput environment.
11. Make a positive contribution to maintaining a workplace that is healthy, safe, neat and tidy.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

While performing the duties of this job, the employee may be exposed to fumes, vapors, or airborne particles, moving mechanical parts and vibration. The noise level in the work environment can be loud.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand, and walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type and Expected Hours of Work

Days and hours of work depend on part-time or full-time status, but are generally Monday through Friday during business hours of 7:00am-3:30pm.

Travel

No travel is expected for this position.

Required Education and Experience

1. High school diploma or GED.
2. Minimum of two years' experience as a quality inspector.
3. Ability to read and interpret blueprints.
4. Experience with SolidWorks or similar 3D CAD Design software.
5. Able to understand the commonly used standards, codes, and industry practices.
6. Training in general safety awareness and practices.
7. Working knowledge of standard testing tools using calipers & micrometers, depth gauges, optical comparators, and CMM.
8. Ability to fluently read and write English, comprehend and follow verbal and written instructions.
9. Intermediate to advanced shop math.
10. Proficient using a PC in a Windows environment.
11. Basic knowledge of Microsoft Office, in particular Microsoft Excel.

Preferred Education and Experience

1. Associate's degree in a technical field.
2. Quality system awareness.
3. Experience with the properties of common plastics used in manufacturing.
4. Knowledge of ISO a plus.

Additional Eligibility Qualifications

None required for this position.

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.