

JOB TITLE: Quality Inspector

DEPARTMENT: Quality Assurance
REPORTS TO: Director of Quality Assurance
FLSA: Non-Exempt

SUMMARY:

Provide Operations with skilled Inspection and Audit support that generates real time closed loop feedback for improvement while preventing escapes of quality issues. Focus is on conformance to specifications and workmanship, evaluation of parts, assemblies, finished units and out-of-box audits.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Read work orders, follows production drawings and procedures, understand product configuration controls and receive verbal instructions regarding duties to be performed.
- Lift servers in and out of testing racks or product packaging.
- Perform Incoming Inspection sampling and verification as directed.
- Perform in process go / no go testing and inspection and inspect parts to ensure sub assemblies meet production specifications and quality standards.
- Conduct Out-of-Box Audits as directed.
- Conduct Shipping Audits as directed.
- Understand the ECO process (Agile) to assure the products are at the latest release revision. Verify that the products were configured to the appropriate sales order requirements.
- Understand data reporting processes to query reports and identify trends to optimize inspection and audit coverage of trends.
- Give feedback to management on quality issues and make recommendations through the ISO 9001 improvement systems.
- Provide detailed closed loop feedback to operations on discrepancies as identified.
- Provide work direction to other inspectors, as necessary.
- Learns about Company's business as appropriate. Shows up to work on time and attends work as scheduled.
- All other duties as requested by supervisor or department head.

COMPETENCY QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If an employee does not meet the required competency level in any area, a required development training plan will be implemented.

Job-Specific Competencies:

(Education and/or years of experience; technical and/or analytical; software or applications; department and/or position specific; internal or external certifications required)

- High School Diploma or equivalency required.
- Basic understanding of the manufacturing process and operation of FactoryTalk

- Understanding of quality methods, workmanship, etc., when inspecting product products
- Knowledge in the operation of measurement tools (example: Vernier's, multi-meters, etc.)
- Requires in depth knowledge about the companies products and services.
- Ability to follow all applicable Business Management System (BMS) processes.

Management Competencies:

(Management experience required)

- None

Core Competencies:

(Other core requirements including communication, presentation, language, math, and reasoning skills)

- Ability to read, write and speak English.
- Ability to compose reports and correspondence.
- Excellent written and verbal communication skills.
- Ability to use word processing, spreadsheets and electronic office tools.
- Knowledge of basic addition, subtraction, division and multiplication of numbers is required.
- Mathematics skills that will enhance implementation of Statistical Process Control will be a required development training.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Know and follow established company core values.

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. 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 regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; to sit, stand, walk; and to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

- Lifting Requirement: 20 pounds
- Lifting Limitations: 50 pounds

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.

- The noise level in the work environment is usually moderate.