



Job Descriptions

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Revision: E

Page 31 of 52

[Back to top](#)

POSITION TITLE: QUALITY INSPECTOR LEVEL 1

Position Summary:

The Quality Inspector reports to the Quality Manager and is responsible for the daily operation of quality inspection functions.

Position Duties: Include, but are not limited to,

- Perform part inspections per company quality procedures, customer specification, and standard industrial practices.
- Coordinate scheduling of parts through inspection.
- Communicate with all departments regarding quality and scheduling issues.
- Organize, maintain, and complete job-related quality documentation as specified by quality procedures and the work order.
- Perform transactions in ERP software.
- Maintain a clean and organized work area and tools to promote safe, accurate, and efficient operation.
- Promote continuous process improvement through daily involvement in company activities and by communicating effectively with all staff members.
- Perform other duties as assigned, in-process inspection, etc.

Required Skills:

- Possess very strong interpersonal communication skills.
- Maintain a strong understanding of quality assurance and quality assurance practices.
- Maintain a strong understanding and acceptance of the company Quality Management System, and related procedures.
- Maintain industrial knowledge of basic inspection devices.
- Strong Problem-solving skills.
- Proficient with Microsoft Office.
- Proficient with Time Management.
- Basic shop math skills.
- Attention to detail.
- Blueprint reading.
- Technical and analytical skills

Expectations:

- Perform all duties under the highest-ethical standards.
- Uphold Toolcraft Core Values
 - Quality Focus
 - Clean and Organized Workspace
 - Strive to Learn and Improve
 - Encourage Teamwork

Experience:

Minimum of 1 year in a manufacturing environment.

Education/Certifications:

High school diploma or equivalent within 2 years of hire date.

Other education as required to perform the skills listed above.