

TOOLCRAFT INC. JOB DESCRIPTIONS



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POSITION TITLE:

Quality Inspector

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

JOB DUTIES – include, but are not limited to,

- Perform part inspections per company quality procedures, customer specification, and standard industrial practices.
- Maintain WIP to FG process.
- Maintain non-conforming material process and corrective action/preventative action process.
- Programming CMM operations.
- Setup CMM fixtures as required by CMM setup info.
- Coordinate scheduling of parts through inspection.
- Maintain contact with vendors regarding technical requirements for parts being processed.
- Communicate with all departments daily with quality and scheduling issues.
- Organize, maintain and complete job-related quality documentation as specified by quality procedures and the work order.
- Promote continuous process improvement through daily involvement in company activities and by communicating effectively with all staff members.
- Maintain calibration system and related procedures.

REQUIRED SKILLS – The Quality Inspector will:

- Perform all duties under the highest ethical standards.
- Exhibit strong communication and organizational skills.
- Possess basic knowledge of GD&T.
- Maintain industrial knowledge of basic machining, CMM operation and supporting inspection devices.
- Maintain a strong understanding of quality assurance and quality assurance practices.
- Maintain a strong understanding and acceptance of the company quality management system and relating procedures.

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.