

Job overview

Core Responsibilities

Inspects products utilizing various inspection tools and equipment, according to company and customer requirements, ensuring quality standards are consistently met, using safe practices and producing at the appropriate rate for the job.

Day-to-Day Responsibilities

- Visually inspects, measures, and approves products in comparison to part prints and customer specific requirements
- Approves products by confirming specifications, conducting visual and measurement tests, returning products for re-work as needed, and confirming re-work
- Selects correct samples and performs appropriate inspection checks
- Performs calibration of inspection instruments prior to use
- Learns and follows Smalley requirements for employee safety, quality, and productivity
- Adheres to safe work practices in a continuous improvement environment including: appropriate Personal Protective Equipment (PPE), participation in mandatory safety training, and reports any concerns immediately
- Keeps workspace clean and organized to maximize safety and productivity
- Learns and upholds defined quality standards to ensure maximum customer satisfaction and optimize work efficiency
- Provides required records and accurate quality documentation on every job
- Follows the QDP-380 Good Documentation Practices
- Responsible for reviewing all applicable departmental policies and procedures
- Communicates clearly with teammates, leads and supervisors all aspects of the job
- Reports problems that arise with machines, equipment, materials, jobs and offers solutions where possible within the scope of the duties of the job
- Strives to achieve team and individual specified production targets
- Participates in daily communication meetings
- Participates in department cross-training as a trainee and trainer
- Operates inspection gages, tools, manual and auto equipment with proficiency
- Ability to perform in detail First Piece inspections for all parts
- Ability to perform in detail In-Lines inspections for all parts
- Ability to perform in details In-House inspections for all parts
- Ability to perform in detail Vendor inspection for all parts
- Ability to perform in detail Final inspections for all parts
- Work at lower level roles if necessary to support business needs
- Support continuous improvement initiatives and help sustain changes
- Ability to perform in detail the Material Handling function for all parts
- Ability to retrieve go-no go gages and oven parts for various functions
- Ability to perform in detail Lingering Jobs inspections for all parts
- Ability to perform in detail unplanned sorting / rework for all parts

Expectations

Experience & Background

- Experience working in a manufacturing or related environment
- Proven experience working as a Quality Control Inspector preferred
- High School Diploma or Equivalent preferred

Knowledge/Expertise

- Measuring parts with precision instruments including: micrometers, calipers, gauges, optical comparators, etc.
- Checking and performing calibration on inspection instruments
- Pass required on Inspection Test

Competencies

- Building & Supporting Teams
- Championing Customer Needs
- Communicating Effectively
- Supporting Change & Innovation
- Dependability
- Initiative
- Job Skills
- Productivity
- Quality of Work
- Workplace Safety

Work Environment

This job operates in a manufacturing environment and employees are required to wear personal protective equipment such as steel-toed shoes, safety goggles and hearing protection.

Regular, predictable attendance is required.

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

Physical Demands

While performing the duties of this job, the employee is:

- Regularly required to stand, talk and hear
- Frequently is required to walk and use hands to handle, or feel objects, tools or controls
- Occasionally required to sit, reach with hands and arms, climb or balance and stoop, kneel crouch or crawl
- Regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus

Classification

- **Job code:** {SSK703}
- **FLSA Status:** Hourly
- **Department:** 130 Inspection
- **Reports To:** Inspection Supervisor

Scope of Responsibilities

- Individual Contributor

*This summary job description is not designed to cover all activities, duties or responsibilities that are required of the employee

*Duties, responsibilities and activities may change or new ones may be assigned

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Full Name _____

Employee Signature _____ Date _____