

## **Job Description**

**JOB TITLE:** Quality Assurance Inspector

**GENERAL STATEMENT OF DUTIES:** This position has the responsibility to inspect, accept, or reject work performed in a particular discipline in compliance with applicable Codes and specifications.

**SUPERVISION RECEIVED:** Reports directly to the Quality Control Manager

**SUPERVISION EXERCISED:** None

**ESSENTIAL PHYSICAL DEMANDS:** Must be able to work a minimum of 10 hours on a regular basis (additional hours of work as necessary). Position requires remaining stationary at times and also moving great distances, while having a full range of motion to include the positioning of various items from above the head to the floor. Position requires remaining stationary for long periods of time with prolonged periods of monitoring computer screens and displays. Use office equipment such as but not limited to, copier, and fax machine is essential. Additionally, ascending/descending ladders or stairs while moving at least 50 pounds is essential.

**TYPICAL WORKING CONDITIONS:** Work divided between an indoor office that is typically temperature controlled and clean with normal air contaminants or a non-temperature controlled environment with loud noises, dust, dirt, and metal particles that are usually associated with metal fabrication shops. All employees are required to wear personal protective equipment to include noise/hearing protection, safety glasses with side shields, and OSHA compliant safety boots/shoes within the manufacturing facility.

**NON-ESSENTIAL FUNCTIONS:** Other functions may be assigned as necessary.

### **EXAMPLES OF RESPONSIBILITIES:**

- Actively support the company's commitment to safety and its values
- Responsible to observe and follow all safety procedures and regulations.
- Perform inspections and witness tests as required
- Prepare reports and quality records in compliance with procedures
- Keeping up to date on all code endorsed inspection stamps and meet the standards of today's industry
- Assist the QC Manager with making sure all documents are up to date
- Communicate with management team including production, engineering, and applications with regard to quality and spec issues and recommendations

## **REQUIRED EDUCATION AND SKILLS:**

- Possession of a high school diploma or equivalent (GED)
- Minimum 5 years demonstrated experience
- Experience with section VIII Div.1 codes
- Familiar with section V & IX codes
- Excellent written and verbal communication skills
- Ability to work independently on assigned tasks
- NDE-PT & Film Interpretation a plus

**NOTE: MEETING THE PHYSICAL DEMANDS, JOB RESPONSIBILITIES, ATTENDANCE AND WORKING HOURS ARE ESSENTIAL JOB FUNCTIONS OF THE QUALITY ASSURANCE POSITION.**