

## JOB DESCRIPTION

**TITLE:** QUALITY CONTROL INSPECTION SPECIALIST

**REPORTS TO:** DIRECTOR OF SUPPLY CHAIN/QUALITY

### PRIMARY FUNCTIONS:

Ensure that production material produced by PDi manufacturing meets exact requirements for quality and precision. Manage incoming inspection and reporting. Maintain proper calibration on measuring equipment.

- 70 % of time     **Inspection Function** – verify produced material from PDi production area meets compliance requirements in 1<sup>st</sup> piece production, in process production (verify continuous production), receiving function to verify specific supplier product conforms to requirements and that process documentation is consistent and effective.
- 10% of time     **Calibration Management** – perform calibration checks on equipment used in producing manufactured parts. Includes measurement tools such as calipers, micrometers, gauge pins, meters, etc. Also manage externally calibrated equipment.
- 5% of time     **Design Verification** – analyze engineering design prints dimensionally and evaluate customer supplied prints for accuracy and production capability. Verify all information is provided and is accurate.
- 5 % of time     **Supplier Review** – Verify that documentation is being tracked and used to manage supplied material.
- 5% of time     **Manage Non-Conforming Material** – receive and inspect non-conforming material from PDi production area (Television Assembly, production areas), critical thinking to assist in resolving issues, and review with department supervisor.
- 5% of time     **Other duties as assigned/required**

### KNOWLEDGE AND EXPERIENCE

- 3 - 5 years' experience in production quality control environment
- 3 - 5 years' experience in 1<sup>ST</sup> article and in-process mechanical inspection
- Experience with 3 axis CMM; Cordax experience is a plus
- Good math skills and ability to read blueprints
- Attention to details
- Microsoft Office training (WORD, EXCEL, POWERPOINT, ACCESS)
- Excellent verbal and written communication skills
- Electronics experience is a plus
- ISO 9001 experience is a plus
- Able to meet deadlines
- Able to withstand moderate amounts of stress