

Machined Parts Inspector

Inspects machined or partially machined parts, using predetermined methods and sequences to ensure compliance with customer and company specifications and quality requirement. Devises setups to measure the accuracy of compound angles, exacting tolerances and numerous dimensions. Works from drawings, sketches and specifications. Analyzes defective parts to determine cause of defect and recommends corrective action. May determine method and sequences necessary to perform inspections.

Level 1		Level 2		Level 3		Level 4	
Machined Parts Inspector I		Machined Parts Inspector II		Machined Parts Inspector III		Sr. Machined Parts Inspector	
Knowledge	Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.	Full knowledge of the job. Substantial acquaintance with, and understanding of, general aspects of the job with a broad understanding of the detailed aspects of the job.		Considerable knowledge of the job. Complete acquaintance with, and understanding of, the general and detailed aspects of the job and their practical applications to problems and situations ordinarily encountered.		Extensive knowledge in specialized functions. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered.	
Supervision Received	Close supervision involving detailed instructions and constant checking on work performance.	General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.		Limited supervision. No instructions needed on routine work and general instructions given on new lines of work or special assignments.		Minimal supervision. Work may be done without established procedures.	
Consequence of Errors	Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.	Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.		Errors may be difficult to detect and would normally result in loss of customer business, material or equipment to resolve.		Errors are very difficult to detect and would normally require significant expenditures to resolve.	
Contacts	Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.	Contacts are typically with individuals within own department and occasionally with contacts outside own organization. Contacts involve obtaining or providing information or data requiring some explanation or interpretation.		Contacts are frequent with individuals representing other departments and/or representing outside organizations. Contacts involve obtaining or providing information or data on matters of moderate importance to the function of the department or which may be of sensitive nature.		Contacts are frequent with individuals representing outside organizations and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications, require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication.	

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Work Products (Examples may include but are not limited to)	Perform uncomplicated mechanical measurements, using a range of measuring tools. Review reworked and repaired items for acceptance. Describe nonconformance situations and may assist in the cause and resolution. Understand drawings and drawing notes. Perform Receiving and Inspection functions. Perform manufacturing in-process inspections. Perform non-destructive testing such as pressure and vacuum only. Assist in performing higher levels of inspection and other duties as assigned.	Ability to perform mechanical measurements, using various measuring instruments, to GD&T methodology. All general duties and responsibilities of an Inspector I, including; ability to perform simple surface plate set-ups, micrometers, height gages, optical comparators, etc. Ability to review reworked and repaired items for acceptance. Ability to determine effectiveness of corrective actions for nonconforming materials. Ability to describe nonconformance situations and assist in the cause and resolution. Ability to understand drawings and drawing notes. Ability to perform Receiving and Inspection functions. Electronic Inspections (FARO Arm/Laser Tracker). Excellent understanding in Geometric Dimensional and Tolerancing. The duties and responsibilities are not limited to the above; the incumbent is also obligated to assist lower and higher levels of inspection personnel.		Ability to perform Internal or External Audits to ISO 9001 and AS9100. Function as a Point-of-Contact during Regulatory and/or Customer audits. Ability to perform calibration functions on tooling and equipment. Possess working knowledge of inspection methods and instrumentation (including Electronic Inspection). Provide leadership and guidance to other department personnel. Ability to assist in training of other departmental personnel. Assist in coordination of corrective and preventative action and assist in the cause and resolution. All encompassing understanding of drawings, Quality System Procedures, Acceptance Test Procedures and Specifications. Customer Interface. The duties and responsibilities are not limited to the above; the incumbent is also obligated to assist lower and higher levels of inspection personnel.		Continue in regular duties while maintaining safe and effective quality assurance operations by motivating and directing the work force. Assist in the administration of activities and assignments and provide leadership to the workforce during quality assurance operations. Identify problems by evaluating all circumstances and proactively identify potential hazards to personnel, facilities, tooling, equipment and product. Use knowledge of quality operations and make recommendations to higher levels to solve problems and interpret/administer management policies and procedures to avoid down time and delays. Apply knowledge and experience to quickly assess, diagnose, develop and implement systems and corrective actions in order to maintain the quality and productivity goals of the team. Motivation of a high performance work team achieved through the incumbent's knowledge, attitude, example, and coaching. The incumbent must be able to create a positive attitude and work environment for all personnel involved. Responsible, under supervision, for motivating a high performance work team to meet productivity, efficiency, quality and safety goals of the quality assurance team. Ensures all systems for supporting operations with materials, parts, tools, tooling process, paper, etc. are adequately maintained to avoid production down time and delays. Evaluates support systems to ensure efficiency and interfaces with all departments in recommending changes as necessary. Conduct meetings and plan work activities in conjunction with the Quality Assurance Managers. Responsible for coordination between Production Control and Manufacturing; effectively organizing work, anticipating production problems, tracking case status, ensuring material availability, etc.	

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Minimum Education and Experience	Reasonably good manual dexterity. Must be able to bend, stoop, reach and lift 40 lbs. minimum repetitively. Must be able to withstand repetitive contact with water and moisture. High school graduate (or equivalent). Read and write English and the ability to understand and perform basic mathematical concepts.	Reasonably good manual dexterity. Able to bend, stoop, reach and lift 40 lbs. repetitively. The incumbent must be able to withstand repetitive contact with water and moisture. High school graduate (or equivalent). Ability to read and write English and the ability to perform basic mathematical concepts. Blueprint interpretation (GD&T) Computer Skills.	Minimum 5 years QA experience. Basic Computer Skills (Excel, Word, etc.). Understanding of ISO 9001 and AS9100. Ability to understand Geometric Dimensioning and Tolerancing. Good communication skills; verbal and written. High School Graduate or equivalent.	Good leadership skills with ability to motivate and lead others. Skill in interpersonal relationships and training others. Communication skills with various support groups and various levels of management. Computer skills in operating network and personal computer. Knowledge of purchasing procedures and operations. Knowledge of safety procedures and encourage others to abide by them. Skill in operating inspection equipment, etc., and driving motor vehicles. Skill in reading mechanical engineering drawings and specifications. Ability to organize work to meet with load requirements.