

Receiving Inspector: Receiving Inspector I

Inspects purchased parts and materials for conformity to standards, specifications and processing requirements. Inspects for proper identity and dimensions using such measuring devices as micrometers, gauges and calipers. Visually inspects for obvious defects or damage such as corrosion, cracks, dents, scratches and pits. Verifies specifications using purchase orders, blueprints, drawing or inspection instructions and checklists. Makes pass/fail decisions on inspected goods. Maintains records of results. Inspections may involve compound angles or three-dimensional projections using inspection equipment such as microscopes, micrometers, telescope gauges and optical comparators.

Knowledge

Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.

Supervision Received

Close supervision involving detailed instructions and constant checking on work performance.

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.

Contacts

Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.

Work Products (Examples may include but are not limited to)

Perform uncomplicated inspections on purchased materials 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 Non-destructive testing such as pressure and vacuum only. Assist in performing higher levels of inspection and other duties as assigned.

Minimum Education and Experience

Must have 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). Ability to read and write English and understand and perform basic mathematical concepts.