# Inspector

# Job Summary:

The Inspector will provide quality control and assurance throughout all phases of the production process beginning with raw materials and ending with the final product.

# *Supervisory Responsibilities:*

* None.

## Duties/Responsibilities:

* Performs assigned, routine visual inspections and other specified tests on raw materials, goods in process, and finished products.
* Tests, inspects, and approves raw materials based on established quality specifications.
* Uses observation and testing to identify faults in materials and manufacturing process.
* Uses statistical methods to test product samples to evaluate quality of full product batch prior to delivery to clients or customers.
* Compares results of inspections and tests to company’s quality standards; reports results to supervisor for final analysis and action steps.
* Develops, maintains, and posts logs, charts, and forms detailing quality levels, inspection data, and results of special quality studies for review by line mechanics, supervisors, and other production staff.
* Consults with supervisor to determine appropriate recommendations and remedies for questionable products.
* Maintains quality records as needed.
* Performs other related duties as assigned.

## Required Skills/Abilities:

* Thorough understanding of the product and/or process being inspected.
* Thorough attention to detail.
* Excellent verbal and written communication skills.
* Proficient in Microsoft Office Suite or related software as needed to complete reports.

## Education and Experience:

* High school diploma, technical school education, or equivalent required; mathematics emphasis preferred.

## Physical Requirements:

* Prolonged periods sitting at a desk and working on a computer.
* Must be able to lift up to 15 pounds at times.
* Dexterity and accuracy as needed to operate testing equipment or gauges.
* Must be able to work rotating shifts on a continuous seven-day work cycle.