Huntington Mechanical Labs
Job Description

Job Title: Quality Control Inspector
Reports To: Engineering Manager
FLSA Status: Non-Exempt

Summary: Works directly with engineering, manufacturing and planning to prioritize and perform conformance inspections for incoming and outgoing product. Experience with Mitutoyo CMM's / software and Autodesk Inventor a big plus!

Duties and Responsibilities include the following. Other duties may be assigned.

1. Accurately measure and confirm all dimensional tolerances and requirements are met.*
2. Utilize measurement tools such as caliper, micrometer, height gage, CMM, etc.*
3. Read and understand complex manufacturing drawings.*
4. Fill out and maintain records of inspection procedures and documentation as required.*
5. Assist in the writing and updating inspection procedures, protocol and checklists.*
6. Coordinate calibration of all inspection tools and equipment.*
7. Document and communicate out of tolerance conditions.*
8. Adheres to established policies and procedures paying special attention to safety regulations.*
9. Reports to work for scheduled day and shift.*
10. Performs all other duties as assigned.*

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Outlook and Microsoft Excel.

*Essential Function

Education/Experience:
Four years of prior experience in quality inspection is required.

Equipment:
- Computer
- Caliper
- Micrometer
- Height Gage
- Vernier Calipers
- CMM
- Thread Gage
- Pin Gage
- Dial indicator
- Telephone

Knowledge, Skills and Other Abilities:
- Punctuality
- Dependability
- Good attitude
- Ability to see small details

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands, reach with hands and arms, and talk or hear. The employee is occasionally required to sit, climb or balance, and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate.

*Essential Function