
PFI PRECISION MACHINING

POSITION DESCRIPTION

POSITION TITLE: Lead Quality Inspector

POSITION REPORTS TO: Vice President, Manufacturing and Engineering

POSITION SUMMARY: The essential job function is to perform inspection and testing of customer products.

MAJOR RESPONSIBILITIES:

- 1) Perform precision mechanical inspection of machined parts and incoming materials to verify compliance to customer specifications.
- 2) Show strong organizational skills.
- 3) Ensure conformance to customer requirements through the use of calibrated measuring equipment and visual inspection.
- 4) Train and assist others with interpretation of customer drawings/blueprints and specifications.
- 5) Maintain and calibrate measuring and test equipment.
- 6) Inspect incoming purchased parts for compliance to specifications.
- 7) Inspect outgoing material for packaging and conformance to requirements.
- 8) Process nonconforming materials and parts.
- 9) Review routers to ensure that upstream operations have been completed and signed off.
- 10) Complete and file required reports, logs, databases, forms, and documents.
- 11) Follow documented procedures and standards.
- 12) Report safety or process control concerns to the VP Engineering.
- 13) Perform other duties as requested.

EDUCATION AND EXPERIENCE

- Minimum of 3 years' experience performing in-process and final inspection preferably in a machining or automotive business
- Ability to correctly use and interpret basic measuring tools including weight gauge, micrometer, caliper scale (linear), gauge blocks, thread gauges, and comparative standards
- Basic CMM alignment & manual CMM measurements
- Thorough understanding of machining processes

- Thorough knowledge of geometric dimensioning and tolerancing
- Visual inspection experience
- Good written and verbal communication skills
- Ability to interact with fellow employees and customers in a professional manner
- Ability to understand and follow instructions.

PHYSICAL REQUIREMENTS:

- 1) Lifting and Bending - Occasional bending and stooping.
- 2) Hearing - Ability to receive detailed information through oral communication.
- 3) Repetitive Motions – Some movements (motions) of the wrists, hands and/or fingers.
- 4) Sitting – Maintaining body position by sitting at desk.
- 5) Talking - Expressing or exchanging ideas through verbal means, including those activities in which one must convey detailed, spoken instructions to others accurately and/or quickly.
- 6) Visual – Requires vision sufficient to perform work dealing largely with preparing and analyzing data and figures, operating computer terminal, and reading.

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