



Job Description

Job Title	Final Inspection Operator	Department	Inspection
Reports to	Quality Manager		

Level	<input checked="" type="checkbox"/> Operator	<input type="checkbox"/> Supervisor	Position Type	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Contractor	FLSA	<input type="checkbox"/> Exempt
	<input type="checkbox"/> Technician	<input type="checkbox"/> Manager		<input type="checkbox"/> Part-time	<input type="checkbox"/> Intern		<input checked="" type="checkbox"/> Nonexempt
	<input type="checkbox"/> Leader	<input type="checkbox"/> Director					

SUMMARY

Perform internal quality assurance of product as it relates to customer and industry quality specifications. Check dimensions, electrical performance, finish and appearance against established criteria. Analyze and troubleshoot variations. Maintain proficiency with all quality specifications. Responsible for proper handling techniques. Monitor inventory and notify purchasing when supplies are needed. Required competencies include adaptability, teamwork and quality.

ESSENTIAL FUNCTIONS

- Follow procedures accurately and efficiently
- Inspect product visually, with/without magnification, and with the use of gauges
- Repair and retouch defects
- Identify scrap and its causes

ADDITIONAL FUNCTIONS

- Wash boards as necessary
- Maintain cleanliness and organization in the work area

EDUCATION / EXPERIENCE / SKILLS

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
- Ability to use calipers and micrometers
- Basic blueprint reading
- Basic computer skills

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by those assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

EMPLOYEE SIGNATURE

Print Name	
Signature	Date