



T.O. PLASTICS

INTERNAL JOB POSTING

Job Title:	Quality Inspector	Date Posted	9/15/2017
Department:	Quality Control	Posting Closing Date	09/29/2017 or until filled
Location:	Otsego	Position Type:	Non-Exempt, 2 nd shift

To apply for this position, complete an Internal Application Form and submit it to Human Resources no later than the Posting Closing Date listed above. You may review the full job description from Human Resources.

JOB SUMMARY

The Quality Inspector will assist in the establishment of Quality Policies, Systems, Standards and Procedures through a continuous improvement system to achieve customer satisfaction. This requires a person with the experience and leadership in the Quality Function to present a professional image to both internal and external customers and the ability to construct measure and report quality results to management.

JOB RESPONSIBILITIES

Major

- Assure the use and maintenance of measurement tools used to develop in process data to assure operations remain in control.
- Assure compliance to ISO standards.
- Interact as directed with Engineering and Manufacturing to receive cad models and review prints to establish quality parameters and inspections per job with QC
- Responsible for T.O. Plastics products to assure Customer Compliance.
- Responsible for inspections that validate Vendor Quality and Certification programs to assure compliance with set Quality requirements.
- Responsible for First Article\ In Process\ Final Inspections.
- Responsible to assure Customer Satisfaction to both Internal and external customers. Responsible to participate in committees as delegated to assure Quality, Safety, corrective actions.
- Individual Assignments from Quality Control Manager.
- Responsible for Accurate and Timely Reporting to Management current overall Quality levels.
- Provide Production Supervision support as needed to meet production needs
- Develop inspection methods per Print/ Customer Requirements with QC Manager.
- Involvement in Calibration Program as designated.

Secondary

MANAGEMENT AND ACCOUNTABILITY

- Accountable for the inspection and reporting detail for customer and ISO compliance.
- Accountable for the use of, equipment, tools, procedures and Standards.
- Accountable for constant and continuous improvement in overall Quality and reduction in product returns.
- Accountable to assure active participation in Quality Engineering. Reviewing print levels, participation in new projects, statistical controls, failure analysis and corrective actions, deviation authorizations, procedures and test equipment, statistical controls.
- Accountable for final test failure analysis feedback and corrective action.



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- Accountable for the Customer Satisfaction of T.O. Plastics products. This to be accomplished through technical information to Customers.
- Participation in special committees set up to attack and solve Quality issues.
- Accountable to stay abreast and advise QC Manager of current trends and potential Quality Issues to assure T.O. Plastics Manufacturing Production and all related functions are completely Quality monitored.
- Initiation of policies and programs to assure Quality is Number 1.
- Accountable for the timely processing and accuracy of the data.
- Provide support for production as needed to meet demand.

EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Able to organize and teach inspection skills.
- Able to establish and maintain Quality Standards and Procedures.
- Able to read and accurately explain print levels.
- Ability to multitask the organization and priorities of multiple functional areas as well as extra tasks being requested from other functional areas.
- Able to read and understand print levels and instruct operations to critical criteria.
- Able to accurately use inspection equipment.
- Able to communicate with all levels of personnel and coordinate to assure Team Effort
- Knowledge of PC software packages including Windows, Spread Sheet, Word Processing and MRP systems.

EDUCATION AND/OR EXPERIENCE:

- High School Education with additional Quality Education.
- Minimum 2 years' experience as qualified Quality Inspector
- Technical training in the use of inspection equipment and procedures to assure print compliance.
- Experience and implementation of Statistical Process Control.

LANGUAGE SKILLS:

Language and communication skills are critical to the coordination of the Management Team in establishing a complete and comprehensive Quality Program. Both oral and written skills are required to assure the flow of information is factual and timely. Quality Control must be able to communicate both verbally and written to assure coordination of all functions to assure customer requirements are met.

- Must demonstrate the ability to work effectively as the leader in a group environment that fosters cooperation between its members.
- Must be able to present in a professional manner Quality Program to internal and external customers.
- Must be able to coordinate functions with various departments and outside vendors.
- Must be able to work effectively in a team environment and facilitate positive interpersonal relations with co-workers.
- Must be able to give work direction and follow up to assure communication is effective.

MATHEMATICAL SKILLS:

Math is used to assure accuracy of prints, job set ups, as well as shop floor control. Math ability is essential to assure both incoming parts and parts shipped meet the print levels and tolerances given by Purchasing and Customer Specifications. Statistical Analysis and reporting are critical to managerial reporting. Programming skills are also necessary for CNC operations that will require math computations and maximum utilization of materials in set up.



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REASONING ABILITY:

Quality Control must interpret print levels and customer expectations and use reasoning to determine acceptable levels. Working in conjunction with other functions common sense and reasoning play an integral role in this function. This function must be able to communicate and use reasoning to assure smooth operations and customer satisfaction. Interrelationship with all functions to use good common sense in the application of new procedures and assurance of compliance are essential to assure organizational quality goals are attained.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is required to walk; sit; use hands to finger, handle or feel objects, tools or controls; and talk or hear. Handling of parts will require lifting under fifty pounds.
- Eye sight correctable to 20/20, must not be colorblind.

WORK ENVIRONMENT:

- Assure that protection is worn for eyes and hearing to comply with OSHA guidelines. Noise levels and air quality guidelines for shop floor require protection in designated areas.
- Work environment will be both in office and shop floor.
- Quality Control Inspector will assure shop floor set ups as well as materials used meet specifications as required in Right to Know and are used per specification with protection as specified for employees.

NOTE: The above statements are intended to describe the general nature and the level of work being performed. They are not intended to be constructed, as an exhaustive list of all responsibilities, duties and skills required of the position.

To apply for this positions:

Fill out an internal application or follow this link:

https://rn11.ultipro.com/OTT1000/jobboard/NewCandidateExt.aspx?_JobID=1931