

JOB DESCRIPTION INSPECTOR

JOB TITLE: Inspector

DEPARTMENT: Inspection

ACCOUNTABILITY: Reports to the Quality Assurance Manager

JOB SUMMARY: Inspects manufactured products using metrology equipment to ensure specifications are met mechanically, optically, and cosmetically. Completes all required documentation associated with the product.

DUTIES AND RESPONSIBILITIES:

- Learns to reads specifications from prints.
- Completes work assignments from written documentation and/or prints, as well as, verbal instructions.
- Sets up and operates a wide variety of metrology equipment, *e.g.*, interferometer, autocollimator, and micrometer.
- Performs inspection on incoming purchased optical blanks and jobs partially processed by third parties.
- Inspects product for required dimensions, optical specifications, and surface quality, and marks non-conforming product.
- Learns and applies required Mil-Specs.
- Perform environmental tests according to Mil-Spec or customer requirements on coated product.
- Provides first article inspection for manufacturing upon request.
- Records results on all associated paperwork.
- Prepares documents required to ship with the product.
- Provides feedback to manufacturing personnel to assist in understanding how to better inspect part defects, understand cause of defects, and to assist in understanding type of defects.
- Reviews customer returns.
- Reports unusual conditions or high fallout to QA Manager.
- Learns and uses cleaning techniques for proper inspection.
- Learns and uses proper glass handling techniques.
- Documents new or revised process and procedures.
- Maintains all equipment.
- Keeps work area clean and organized.
- Follows all safety regulations.
- Maintains an accurate time sheet.
- Creates accurate and legible move tickets.
- Interfaces with other departments and external customers on quality issues.
- Performs other related duties as assigned or directed to meet the goals and objectives of the department and the organization.

EDUCATIONAL AND SKILL REQUIREMENTS:

- High School diploma or equivalent, or other experience management deems appropriate.
- Exceed median total scores on pre-employment personality and aptitude test.
- Good hand/eye coordination.
- Have a methodical and detail-oriented approach to work by organizing and prioritizing.
- Able to interpret and apply a variety of rules, regulations, policies, and procedures related to work of the company.
- Communicate effectively (both oral and written), relay instructions and information clearly, provide feedback when appropriate to ensure instructions are understood clearly.
- Perform repetitive tasks requiring exacting and continuous mental and visual concentration in a consistent manner.
- Work well with time and production restrictions.
- Learn to use and interpret standard metrology equipment.
- Excellent interpersonal and problem solving skills.
- Preferred experience in a production environment.
- Strong analytical skills and tenacious.
- Strong organizational skills.
- Mechanical ability.
- Ability to read and work from technical drawings and instructions.
- Knowledge of basic machinery and mechanical measuring devices.
- Ability to handle multiple tasks with multiple deadlines.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- 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 of the job.
- Regularly required to stand, walk, sit; use hands to handle or feel; and talk or hear.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- The employee must be able to work in low lighting conditions.
- The employee will use acetone, a variety of adhesives, paints, thinners, alcohol, and polishing compound.
- The employee must occasionally lift and/or move up to 40 lbs. alone or 100 lbs. with assistance.
- The noise level in the work environment is usually minimal.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

SUPERVISOR SIGNATURE: _____ **DATE:** _____

HR SIGNATURE: _____ **DATE:** _____