



Job Description

Position: Quality Inspector
Department: Quality
FLSA: Hourly
Reports To: Supervisor

Essential Duties:

- Observe and follow all posted, written, and verbally communicated safety standards and PPE requirements
- Work all assigned days, shifts, and overtime as required and/or scheduled
- Drive chassis in and around the facility
- Conduct chassis incoming inspections in accordance to all quality standards, work instructions, and work orders
- Conduct in-process inspections in accordance to all quality standards, work instructions, and work orders
- Conduct routine chassis audits
- Conduct completed unit inspections in accordance to all quality standards, work instructions, and work orders
- Maintain and use all required documentation in accordance to all quality standards, work instructions, and work orders
- Select/identify and locate components accurately and correctly according to all work orders and/or work instructions
- Apply touch-up paint to welded and/or installed components in accordance to all quality standards, work instructions, and work orders
- Comply with all hazardous material labeling, communications, storage, and/or disposal that is posted, written, and verbally communicated
- Inspect all work performed in accordance to all quality standards, work instructions, and work orders
- Perform all work in accordance to all posted, written, and verbally communicated time limits (cycle times)
- Perform all posted, written, and verbally communicated preventive maintenance on equipment
- Perform any and all posted, written, and verbally communicated cleaning functions of the work area, equipment, and/or facility
- Duties are subject to change at any time

Qualifications:

- High school diploma and/or GED equivalent
- 1 year of computer skills or demonstrated abilities
- 1 year of Microsoft Office skills or demonstrated ability
- Ability to use a digital camera
- Ability to create and maintain Excel spreadsheets
- Ability to save, modify, locate, and transfer digital files
- Ability to create, send, and receive emails
- Ability to visually and physically test completed and/or incomplete units against quality standards
- Ability to create, complete, record, and file documentation
- Ability to read, understand, and follow work instructions, drawings, and work orders
- Ability to measure and record dimensions using a tape measure
- Ability to lift and move 50 lbs.
- Ability to stand, crouch, or kneel for extended periods of time
- Ability to climb a six-foot step ladder and use a floor creeper

Environmental Conditions:

- Inside/Outside: 90% inside, 10% outside
- Temperature: Dependent on weather, minimal heating and air conditioning
- Humidity: Dependent on weather
- Noise or Vibration: < 85 db



Hazards:

- Finger/Hand: Cuts, abrasions & burns (PPE: Cotton gloves)
- Foot: Crush & contusion (PPE: metatarsal safety shoes)
- Eye: Foreign objects, flash burn (PPE: Safety glasses, welding hood when exposed)
- Face: Burns, metal fragments (PPE: Grinding shield when exposed)
- Hearing: Exposure to < 85 db (PPE: hearing protection when exposed)