

POSITION DESCRIPTION

TITLE: Inspector Technician
DEPARTMENT: Operations, Molding
REPORTS TO: Shift Foreman / Plant Manager

OVERALL ROLE:

This position performs routine duties associated with inspecting the quality of molded plastic parts made from injection molding machines and assembly machines. Duties include part gauging, visual inspection, trimming, sorting, assembly, weighing/counting, and packing parts. Additional responsibilities include maintaining a neat and orderly work area in accordance with 5S standards, adhering to safety policies, making boxes, preparing production tickets and grinder operation. This position must be able to work from verbal and written instructions as well as utilize company production software programs from computer terminals.

The Inspector Technician position is divided into four classifications based on skill set and responsibility, beginning with the "D" level and progressing through to an "A" level. The following responsibilities are based on these classifications; however each level is responsible for all aspects of the levels beneath them.

ESSENTIAL RESPONSIBILITIES:

Level D

- Complete C level training curriculum
- Works closely with training designate and others on shift to learn additional skills and advance to the next level
- Makes boxes, and move finished product and goods as needed
- Helps maintain cleanliness in the Plant by doing assigned cleaning tasks
- May assume operator tasks as assigned
- Promote safety by abiding by all related policies and procedures

Level C

- Performs visual inspections on assigned presses and completes all required forms and documentation associated with production
- Performs gauging on parts as assigned by the foreman using various measuring tools such as plug gages, and go / no go gages
- Performs start-ups on all presses and is responsible for all blueprints, forms, etc. required
- Computer data entry

Level B

- Performs required complex gauging on all presses using various measuring tools such as micrometers, calipers, indicators, plug gages, and fixtures
- Able to fill in for the Level A on the shift when absent

Level A

- Work with molding technicians and foreman to identify root cause of defects and make good decisions relative to process changes Oversees backtracking of production related problems to ensure proper resolution
- Communicates quality issues to the shift foreman and works with him/her to resolve problem when appropriate
- Identifies variances in documented procedures and works with supervisor or foreman and Quality Department to correct the issue.
- General knowledge of SPC

Lead Inspector Technician

- Assigned as the training designate to train and mentor other Inspector Technicians on the shift to raise performance and efficiency
- Exhibits ability to effectively communicate and work well with others in the Plant to foster a teamwork environment
- In addition to being responsible for start-up approvals and SPC dimensions, works with all other inspector technicians on the shift with technical tasks and ensures accuracy with established policies and procedures.
- Conducts final audits of packaged product as time allows
- Interact with customers and auditors

QUALIFICATIONS:

- Minimum education of High School diploma or G.E.D. certificate preferred
- Competent in inspection procedures and the use of measuring equipment applicable to the classification level
- Must be able to successfully complete the "C" level Inspector Technician training program
- Must be able to lift 35 pounds on a regular basis
- Must be able to stand / walk for an entire eight hour shift
- Proficient in reading / writing English
- Computer proficient
- Basic math skills
- Good communication skills

DISCLAIMER:

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.