

SUN STAR ELECTRIC, INC  
JOB DESCRIPTION

Job Title: Quality Control Inspector  
Department: Administration  
\_\_\_ Exempt      X Non-Exempt  
Job Reports To: Quality Control Specialist

**SUMMARY:**

The Quality Control Inspector will check the quality of all incoming and outgoing material and products as well as production products with initial, in-process and final inspections. Must have a trained eye for detail and will be reliable and committed. Must have an in-depth knowledge and comprehension of quality standards.

**ESSENTIAL FUNCTIONS:**

Typical tasks include but are not limited to:

- Work as part of Operations team to further company goals concerning safety, quality, and productivity.
- Inspect incoming, in-process, and final product quality to confirm adherence to or identify discrepancies with known standards.
- Analyze customer and regulatory requirements to assess their effect on the internal Quality System.
- Assist with inspection, evaluation, and shipping preparation of RMAs (as required – not returns solely for inspection, evaluation and/or repair.)
- Non-Conformance Report:
  - Complete and process NCR paperwork and keep log history up to date.
  - Conduct thorough investigation of NCR issue involving the effected departments, Managers or Supervisors to ensure understanding of issue all the way through resolution of issue.
  - Keep thorough documentation of NCR investigation and resolution.
- Assist in development of standardized work documents incorporating manufacturing principles.
- Utilize standardized work documents and experience to train production team members.
- Assist in gathering quality data for developing process improvements and root cause investigations of quality problems.
- Assists in interpreting engineering drawings and documents and confers with management and engineering staff to determine quality standards.
- Develop and maintain SSEIs Quality Manual.
- Support of customer and agency audits.
- Assist in maintaining gauge calibration program.
- Basic understanding of standard and metric measurement systems.
- Ability to find solutions for establishing critical measurement outcomes.
- Complies with all safety policies and procedures of Sun-Star Electric, Inc.
- Keeps a clean and tidy work area. Participates in 5S housekeeping.
- Uses MES and Paycom system as required.
- Perform other work-related duties as assigned.

**Minimum requirements:**

Education/Experience: High School Diploma or GED. A minimum of 4 years quality related experience; or Associates degree with 2 years of quality related experience; or a minimum of 5 years of quality related experience.

Special Skills: Root Cause Analysis, 5 Whys, 5S principles and ISO 9000 requirements. Strong computer skills and proficiency with Microsoft Office.

Licenses/Certifications: Driver's license.

Training: General Safety & Quality System Awareness.

**Essential Mental Functions:**

- Extensive knowledge of inspection and measurement techniques and equipment.
- Extensive knowledge of machining and machining processes.
- Excellent analytical and problem-solving skills.
- Excellent organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- High attention to detail.
- Problem analysis and problem resolution skills.
- Ability to read/interpret engineering drawings and standards.
- Ability to work proactively to organize processes.
- Strong ability to multi-task and meet deadlines.
- Ability to handle stress of job: meeting deadlines, coordinate activities to ensure jobs are on time, working with others, multi-tasking, etc.
- Ability to collaborate and work well with others (co-workers, customers, and vendors)

**Essential Physical Functions:**

- Ability to frequently lift objects that are 50 pounds.
- Exposure to shop element such as noise, moving parts, dust and fumes.
- Regularly required to sit, stand, walk, reach, bend and move about the facility.

**Equipment Used:**

- Rule, Tape Measure, Outside Micrometer, Inside Micrometer, Digital Calipers, Vernier Calipers, Depth Micrometer, Digital Depth Gauge, Mechanical Depth Gauge, Dial Indicator, Test Indicator, Gauge Blocks, Digital Vibration Meter, Surface Finish Standards, Coating Thickness Gauge, Thread Micrometer, Thread Go-No go Gauges, Height Gauge, Thread Pitch Gauges, Radius Gauges, XRF Material Analyzer, Telescopic Bore Gauges, Mechanical Bore Gauges
- Computers.

**Additional Comments:**

- Will be required to perform other duties as requested, directed or assigned.
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at

any time with or without notice. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**PHYSICAL REQUIREMENTS**

JOB TITLE: Quality Control Inspector

In a normal workday, the employee may:

ACTIVITY	0%	1-3 HRS / 1-33%	3-5HRS / 34-66%	6-10HRS / 67-100%	
STAND/WALK				X	
SIT		X			
DRIVE	X				
USE OF HANDS:			X		
*SIMPLE GRASPING		X			
*FIRM GRASPING		X			
*FINE MANIPULATING		X			
BEND		X			
SQUAT		X			
CLIMB		X			
TWIST BODY		X			
PUSH		X			
PULL		X			
BALANCE		X			
KNEEL		X			
CRAWL		X			
GRASP		X			
REACH		X			
LIFT:					
*MINIMUM		1LB			
*MAXIMUM		50LB			
STRESS LEVEL			X		