



## JOB DESCRIPTION / COMPETENCY REQUIREMENTS

**Employee:** \_\_\_\_\_  
**Position:** Quality Control Inspector **Status:** Non-Exempt  
**Reports To:** \_\_\_\_\_

### Job Summary/Scope Statement

List the primary reason this job exists and the purpose of this position

The Quality Control Inspector is responsible for maintaining quality standards by approving incoming materials, in-process production, and finished products; recording quality results.

### Job Responsibilities

List the primary job responsibilities determined for the position title.

- Must inspect all products for accuracy and quality and long inspected pieces on daily check sheet accordingly.
- Must be able to measure using instruments and blue print on all products daily.
- Assist in updating inspection procedures, protocol, and checklist used within the company.
- Evaluate problems and make recommendations for corrections and suggestions with supervisor/manager.
- Assist in all documentation from receiving materials to assure compliance purchase.
- Act as a liaison between outside inspectors, company inspectors, and other departments.
- Assist and maintain record retention.
- Ability to complete tasks within reasonable time.
- Ability to prioritize tasks assignments.
- Contribute to team effort by accomplishing results as needed.
- Participate in GDS Safety and Quality programs.
- Performs other duties as assigned by Management.

### Experience / Education Requirements

List the minimum education and/or experience (competencies) required to perform this job successfully; include applicable leadership responsibilities.

- Requires some college work, or equivalent work experience.
- A minimum of 2 years' experience in Quality Control Inspection.
- Professional Certifications and/or Trade Training.
- Machining experience is an asset.
- Requires the ability to visually inspect parts and have strong attention to detail.
- Proficient in using machine measuring tools such as calipers, micrometers, etc.
- Proficient in manufacturing and engineering software is an asset.
- Basic computer skills including Microsoft Word, Excel, and Outlook.



## Physical Requirements

The physical demands described here are representative to those that will be faced an employee in order to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to essential functions.

- Must be able to work in a Manufacturing office environment with some outside exposures.
- Vision abilities required include close vision, distant vision, and color vision.
- While performing the duties of this job, the employee is frequently required to stand; walk; use hands to handle/feel objects; and reach with hands and arms.
- While performing the duties of this job, the employee will spend long hours sitting and using office equipment and computers.
- While performing the duties of this job, the employee may also have to do some light lifting of supplies and materials from time to time.
- Typically works within manufacturing/office environment with minimal travel requirements.

## Approval

The employee named above meets the requirements of this job description/qualification record and is hereby approved to perform the duties and responsibilities stated within.

Approval: \_\_\_\_\_  
Employee's Supervisor

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

Approval: \_\_\_\_\_  
Employee

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