



Job Description - Inspector

Embee Processing Position Title: Inspector	Reports To: Department Supervisor
Job Code: M557, M558, M559, M560	Department: Quality
FLSA Status: Non-Exempt	Work Schedule or Total Hours per Day: 8 hours per day + OT

POSITION SUMMARY:

Responsible for visually and dimensionally inspecting parts, conducting tests on parts, and recording the results in log books.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Essential functions are the core duties or tasks that the employee will perform. List the duties that are central to performing the most basic functions of the job.

1. Assists Department staff as needed.
2. Adhere to safety regulations.
3. An inspector must read blueprints, sketches, and purchase orders.
4. Fill out and verify documentation on job travelers.
5. Equipment used: micrometers, calipers, and dual-a-scopes.

QUALIFICATIONS & REQUIREMENTS:

Ability to communicate, read, and understand English. Ability to follow precise instructions. Ability to work around chemicals. Good Vision. Have no hand or finger movement restrictions. Must have excellent hand/eye coordination. Ability to communicate with management and co-workers. Work well with others as part of a team. Able to multi-task and open to working overtime. Must have the physical strength and endurance to perform tasks.

ITAR REQUIREMENT:

Due to ITAR regulations, this position requires that the employee must be a U.S. Person (U.S. Citizen or Permanent Resident).

PHYSICAL DEMANDS (REQUIREMENTS):

This is a summary of all the frequency in which each of the body movements or physical demands are performed. Check all boxes according to frequency.

Physical Demands (Requirements)									
Work Setting:	Total Hours In 8-Hr Day					Total Hours In 8-hr Day			
Office environment	0-1 R	1-3 O	3-6 F	6-8 C		0-1 R	1-3 O	3-6 F	6-8 C
Body Movements					Physical				
Bend At Waist	X				Lift	1-10 lbs			X
Twist Upper Body			X			11-19 lbs		X	
Kneel	X					20-49 lbs	X		
Walk – Uneven Surface			X			50+ lbs	X		
Climb	X				Carry	1-10 lbs			X
Reach Above Shoulder		X				11-19 lbs	X		
Repetitive Use of Hands			X			20-49 lbs	X		
a) squeezing		X				50+ lbs	X		
b) keyboarding		X			Push	1-10 lbs	X		
Operate Foot Controls	X					11-19 lbs	X		
Endurance	X					20-49 lbs	X		
Sit	X					50+ lbs	X		
Stand				X	Pull	1-10 lbs	X		
Walk				X		11-19 lbs	X		
Talking				X		20-49 lbs	X		
Hearing				X		50+ lbs	X		

R = Rare (<1%) O= Occasional (1-33%) F = Frequently (33-66%) C = Continuously (66-100%)



LIMITATIONS & DISCLAIMER:

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and the content is subject to be changed, modified, or deleted at the discretion of the Company. In compliance with the Americans with Disability Act (ADA) and the California Fair Employment and Housing Act (FEHA), the Company will engage in the interactive process in order to determine and make reasonable accommodations with those individuals with a disability as defined by the ADA and FEHA.

Job Description Acknowledgement of Receipt

I acknowledge receipt of the job description and I have read and understand its contents.

Employee signature: _____ Date: _____

Employee Name: _____ Employee #: _____
(Please Print)