

JOB CLASSIFICATION

INSPECTOR

Summary: To inspect products in accordance with established standards by performing the following duties:

Duties and Responsibilities:

- Perform visual inspection of electronic assemblies, sub-assemblies, parts and components for defects according to Supervisor instructions
- Perform mechanical measurement of parts to verify accuracy in accordance with Supervisor instructions
- Reject faulty assemblies, mark defects, report defects found to supervisor in a timely manner
- Record inspection results on the proper work center inspection log and submit to supervisor
- Maintain clean and organized work area
- Responsible for accuracy and quality of own work
- Adhere to established company policies and procedures paying special attention to safety regulations
- Perform other related duties as instructed

Information/Directions From:

- Quality Manual
- Standard Operating Procedures
- Departmental Work Instructions
- Supervisor's/Manager's Instructions
- Arc-Tronics, Inc. Employee Policy Manual

Job Qualifications Requirements:

Knowledge/Skills/Certifications/Training:

1. Ability to follow manager's/supervisor's instruction
2. Ability to effectively communicate with manager/supervisor
3. Organizational Skills
4. Component ID Training
5. ESD Training
6. FOD Training
7. HazCom / Safety Training
8. IPCA610 Training
9. JSTD Training
10. ITAR Training
11. Vision Testing
12. Sexual Harassment Training

Education/Experience Required:

- Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience