



Quality Inspector II

EMPLOYMENT AGREEMENT: Non-Exempt

ADVISOR: Quality Engineering Manager

PRIMARY CHARACTERISTICS:

- **Principles:** Supports and models the company's principles that are identified in the Declaration of Belief and Direction Statement, in all areas of conduct and business.
- **Teamwork:** Contributes to a positive, energizing, and rewarding environment, for all Coworkers. Work closely with Team members to achieve results and satisfy internal and external customers.
- **Continuous Improvement:** Actively engages with Quality team members to provide improvements in capabilities, processes, systems, satisfaction, quality, cost, and delivery.
- **Professionalism:** Conduct yourself in a respectful manner toward all coworkers and customers. Provide support in a constructive and considerate manner.
- **Safety Conscious:** Perform jobs in a safe manner and conform to all safety rules and requirements.

KEY RESPONSIBILITIES:

- **In-process Quality Control (IQC):** Uses inspection equipment and tools with skill and full working knowledge of capabilities and limitations. Recognize and recommend better methods of inspection and audit.
- **New Product Qualification:** Performs First Article Inspection (FAI) and assists with Gage R&R studies, process capability studies, and other Product Part Approval Process (PPAP) requirements as specified by internal or external customer requirements.
- **Calibration:** Assist in assuring and performing calibration of company measuring equipment and gauges used for product acceptance. Respond to out of tolerance conditions in a timely manner. Issue monthly Calibration status reports as requested.
 - Locate and retrieve gauges in the production and engineering areas for calibration and notify area leads/supervisors when gauges have been removed.
 - Determine which items are best calibrated through outsourcing to maintain our core competencies.
 - Ensure calibrations are performed according to the planned schedule by any of the following:
 - Calibrate (verify) gauges using standards.
 - Make arrangements to send gauges to external calibration service providers for calibration or repair/service.
 - Make arrangements for external service providers to perform calibration on-site.
- **Equipment Operation and Programming:** Setup and run CMM and Keyence programs to inspect component parts. Basic understanding of CMM programming using PC-DMIS.
- **Outgoing Quality Control (OQC):** Perform the final inspection and testing of products to ensure they meet all quality standards and specifications before shipment. Identify any defects or inconsistencies and collaborate with relevant teams to address issues. Maintain accurate documentation of inspection results and ensure compliance with customer requirements and company standards. Work to continuously improve quality processes to minimize defects in outgoing products and enhance customer satisfaction.
- Other duties as assigned.

SKILLS REQUIREMENTS:

- Adaptability
- Analytical Thinking and Problem Solving
- Continuous Learning
- Quality Focus
- Customer Focus
- Ability to interpret engineering drawings and specifications.
- Intermediate knowledge of Geometric Dimensioning and Tolerancing (GD&T).
- Intermediate in CMM Operation, optical comparator, vision systems, hand tools and other instruments as required.
- Intermediate understanding of mechanical parts and fully capable of using any instrument in the department.
- Able to perform any open setup measurements on mechanical parts with high degree of competence.
- Intermediate knowledge of computers and software (i.e., Word and Excel) and tool-related software.
- Basic understanding and interpretation of Statistical Process Control software / results.
- Basic math and trigonometry.
- Detailed, accurate record keeping and data entry.
- Able to learn and use gauge tracking software applications.
- Ability to be well organized and manage inspection workload to meet scheduled customer requirements.
- Good communication skills with the ability to represent Reell professionally when working with outside parties.
- Ability to communicate cross-functionally with teams and individuals at all levels of the Reell.
- Knowledge of calibration systems and procedures
- Basic understanding of internal QMS system and procedure

EDUCATION AND WORK EXPERIENCE REQUIREMENTS:

- High School diploma or GED
- Minimum of two years inspection experience in a manufacturing environment or related experience
- Minimum of two years of calibration methodologies and techniques
- Intermediate Metrology Knowledge
- Intermediate Statistical Process Control Knowledge

PREFERRED QUALIFICATIONS:

- Two-year associate degree or trade school certification in a mechanical/manufacturing field.
- Formal training in inspection, calibration, or continuous improvement
- ASQ (American Society for Quality) certification such as CQIA, CMI, or CQT. Recently expired certifications will be considered.
- Dimensional inspection experience
- Working knowledge of PC-DMIS programming.
- Working knowledge of Keyence inspection systems.
- Experience working at an organization that has achieved any ISO9001-based certification, which would include ISO9001, IATF16949 (previously TS16949), AS9100, or ISO13485

PHYSICAL REQUIREMENTS:

- Required to lift up to 40 pounds.
- Ability to sit or stand for long periods of time.
- This position requires on-site work.