

**M. A. FORD MANUFACTURING COMPANY, INC.**  
**Job Description**

**Job Title:** Inspector 1

**Department:** Quality Control

**Status:** Non-Exempt

**JOB PURPOSE AND REPORTING STRUCTURE:** Perform inspections, checks, tests, and sampling procedures of incoming materials, parts and components used in the manufacture of M.A. Ford products. Ensure products conform to engineering specifications for release of finished goods to inventory or other operations and reports to the Inspection Cell Coordinator.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- A. Perform inspections of purchased parts or finished company products according to well defined criteria using standard physical, mechanical and/ or vision systems.
- B. Perform repetitive/routine visual and dimensional checks of manufactured product.
- C. Recommend Rework or reject finished products as required.
- D. Accurately document the results of the inspections.
- E. Prepare documentation on product nonconformance for review by Engineering, Purchasing and/or Suppliers

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- A. Keep a safe and clean work area.
- B. Support all manufacturing cells with inspection when needed.
- C. Internal ISO auditor

**INTERACTION:**

- A. A "can-do" attitude coupled with a sense of urgency when dealing with product inspection..
- B. Exhibit a professional and personable approach when interacting with people.
- C. Work within a team framework
- D. Organize and prioritize activities on a daily basis with minimum supervision.
- E. Listen actively and respond in an appropriate manner.
- F. Reliability and integrity

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are Representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

- A. High School diploma or equivalent..
- B. Able to read prints and drawings.
- C. Familiarity with inspection techniques including, but not limited to calipers, micrometers, pin gages, height gages.
- D. Have knowledge of how a manufacturing environment operates.
- E. Demonstrated ability to comprehend written technical procedures.
- F. Work well in a team setting.

**LANGUAGE SKILLS:**

- A. Ability to effectively communicate with customers and employees through the use of printed materials.
- B. Ability to read, analyze and interpret many forms of business documents

**MATHEMATICAL SKILLS:** Ability to perform basic shop math functions to include metric conversions, analysis, and percentages.

**REASONING ABILITY:**

- A. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- B. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS AND ABILITIES:**

- A. Ability to frequently use a computer.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. While performing the duties of this job, the employee is consistently required to talk and hear.
- B. Frequently required to sit.
- C. Occasionally required to stand, walk, or use hands to finger, handle or touch.
- D. Occasionally required to lift up to 50 pounds.
- E. Must have capable vision to use a tool scope to determine visual quality of small tooling.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. The noise level in the work environment is usually moderate.
- B. Can work in production environment.
- C. Can work in an office environment.

MANAGEMENT APPROVAL \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE ACKNOWLEDGEMENT \_\_\_\_\_ DATE: \_\_\_\_\_

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.