



## Signal Metal Industries, Inc.

### Machine Shop Inspector

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**Department:** Quality

**FLSA Status:** Non-Exempt

**Work Schedule:**

Actual Shift assigned by Manager or Supervisor. Possible 8-12 hours shifts  
4-6 days/week.

**Job Status:** Fulltime

**Reports To:** Senior Vice President

**Travel Requirements:** None

**Position Supervised:** None

#### **POSITION SUMMARY**

Inspect, test, sort, and sample machined products for defects and deviations from specifications. May use precision measuring instruments and complex test equipment.

#### **ESSENTIAL FUNCTIONS**

##### **Reasonable Accommodations Statement:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

##### **Essential Functions Statement(s)**

- Inspect, test, or measure materials, products, and work for conformance to specifications
- Write NCR's on rejected products, materials, and equipment not meeting specifications
- Analyze and interpret blueprints, data, manuals, and other materials to determine specifications,
- Notify supervisors and other personnel of production problems, and assist in identifying and correcting these problems.
- Discuss inspection results with those responsible for products, and recommend necessary corrective actions.
- Record inspection or test data with dimensional information and quantities inspected.
- Mark items with details such as acceptance or rejection status.
- Observe and monitor production operations and equipment to ensure conformance to specifications
- Measure dimensions of products to verify conformance to specifications using measuring instruments such as rulers, calipers, gauges, or micrometers.
- Check arriving materials to ensure that they match purchase orders and submit discrepancy reports when problems are found.
- Write test and inspection reports describing results, recommendations, and needed repairs
- Remove defects, such as chips and burrs if needed



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- Adjust, clean, or repair products or processing equipment to correct defects found during Inspections.
- Clean, maintain, repair and calibrate measuring instruments and test equipment such as dial indicators, fixed gauges, and height gauges.
- Stack and arrange tested products for further processing, shipping, or packaging and transport products to other work stations as necessary.
- Position products, components, or parts for testing, or direct other workers to position them.
- Make minor adjustments to equipment, such as turning setscrews to calibrate instruments to required tolerances.

### POSITION QUALIFICATIONS

- Accuracy – Ability to perform work accurately and thoroughly.
- Applied Learning – Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Detail Oriented – Attention to detail of project or task.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Technical Aptitude – Ability to comprehend complex technical topics and specialized information.
- Accountability – Ability to accept responsibility and account for his/her actions.
- Reliability – The trait of being dependable and trustworthy.
- Communication – Ability to communicate effectively with others using the spoken word.

### SKILLS & ABILITIES

**Educations:** High School Graduate or GED and technical school graduates. Related work experience may be substituted for education.

**Experience:** 1 year related experience

#### Computer Skills

Basic computer skills needed

### PHYSICAL REQUIREMENTS:

- Must be able to perform duties in a safe manner. This job requires the ability to wear a hard hat, safety glasses, metatarsal boots, hearing protection, and other required PPE equipment.
- Must be able to bend, stoop, climb, and reach around all areas of equipment.
- Lift up to 50lbs.
- Will work in varied environments (in all weather conditions heat, cold, wet, humid, dry and/or dusty conditions).
- Read, comprehend and complete basic checklists, forms or other related documents.
- Must be willing to work overtime as required.



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## PHYSICAL DEMANDS

### Physical Demands

Stand	C (Constantly)
Walk	F (Frequently)
Sit	O (Occasionally)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	F (Frequently)
Crawl	F (Frequently)
Squat or	F (Frequently)
Kneel Bend	F (Frequently)

### Lift/Carry

10 lbs. or less	F (Frequently)
11-20 lbs.	O (Occasionally)
21-50 lbs.	O (Occasionally)
51-100 lbs.	N (Not Applicable)
Over 100 lbs.	N (Not Applicable)
Push/Pull	
12 lbs. or less	F (Frequently)
13-25 lbs.	O (Occasionally)
26-40 lbs.	O (Occasionally)
41-100 lbs.	O (Occasionally)

- N (Not Applicable)
- O (Occasionally)
- F (Frequently)
- C (Constantly)

Activity is not applicable to this occupation.  
 Occupation requires this activity up to 33% of the time (0-2.5+ hrs. /day)  
 Occupation requires this activity from 33-66% of the time (2.5-5.5+ hrs. /day)  
 Occupation requires this activity more than 66% of the time (5.5+ hrs. /day)