

**Choice Spine
Job Description**

Job Title: **Quality Inspector**

Department: Quality
Location: Knoxville, TN
Reports To: Quality Manager
Shift: First
FLSA Status: Non-Exempt
Prepared By: Rob Parrett
Prepared Date: 4/24/2017
Approved By: David Davis
Approved Date: 4/24/2017

SUMMARY

Under minimal supervision evaluates materials and products to ensure conformance to drawing requirements, procurement specifications and approved procedures. Evaluations include dimensional, functional, cosmetic and documentation as required per applicable engineering drawings, inspection standards and quality procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Read, understand, and interpret engineering (blueprints) drawings and associated GD&T (Geometric Dimensioning & Tolerancing)
- Conduct in-coming inspection of finished product /certificates of conformance / material certification / document review for accuracy and adherence to specifications
- Perform transactions in ERP system, as necessary to release product from Inspection
- Identify nonconforming product and generate nonconformance reports as needed
- Read and conform to all company policies and procedures
- Interact and communicate with internal departments, including Purchasing, Shipping / Receiving, Engineering, Customer Service and Sales / Marketing
- Create nonconformance reports for non-conforming product
- Authority to place product on hold
- Other duties as assigned by management

SUPERVISORY RESPONSIBILITIES

Not Applicable

QUALIFICATIONS

- Good communication skills, both verbal and written
- Ability to work independently and in a team environment.
- Strong organization skills, attention to detail, self-motivator, ability to multi-task and meet timelines
- Basic math and problem solving skills
- Working knowledge of desktop computer office software and e-mail is required
- Understand calibration fundamentals

- Experience using inspection equipment such as calipers, micrometers, height gauges, plug and ring thread gauges and pin gauges. Optical comparator and Vision system experience preferred
- Familiar with 21 CFR (Code of Federal Regulation), Part 820
- Familiar with ASTM (Association of Systems & Test Methods) standards

EDUCATION and/or EXPERIENCE

Minimum High school diploma or equivalent and 2-4 years' experience with mechanical inspection of precision machined products, medical device industry experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Not Applicable

EXEMPTION

Non-Exempt

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

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. Working environment is typical of an office environment. The noise level in the work environment is usually moderate.