

Receiving Inspector – Work Force Development Center

Job Title: Quality Assurance/Receiving Inspector

Department: Quality

Reports to: Quality Assurance Lead

FLSA Status: Non-exempt

Prepared/Revised Date: 8/2019

JOB SUMMARY

The receiving inspector is responsible for assisting Material Control personnel with inspection of raw material, details and assemblies that are received at our facility. As well as validating the material and processing certs from outside vendors is in accordance to WFDC ISO 9001:2015 and AS9100D procedures, work instructions, training/certifications and customer requirements. This position will create and monitor First Article Inspection Reports (FAIs) to insure they meet AS9102 requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide First Article inspections (FAI) per the AS9102 requirements.
- Process receiving inspections of raw material, details and assemblies.
- Validate that the material and processing certs from outside vendors meet the customer and drawing requirements.
- Document all deviations that interfere with the acceptance of product.
- Responsible for initiating and recommending corrective action plans and assist management in developing policies and procedures which assures all areas of meeting goals, projections and producing quality products.
- Process and instruct others in customer required documentation for completed Defective Parts Tag, Boeing P-Copy, WFDC Work Order, Job Set-up Checklist, Customer Disposition and Daily Production Report.
- Notify the Director of Quality Assurance of all inspection equipment calibrations, equipment recalls and/or other problems.
- Utilize production work orders and documents.
- Ensure all documentation is complete and correct.
- Identify root causes and corrective action for quality problems.
- Maintain equipment and work area on a daily basis in a clean and orderly condition.
- Assure machined/assembled/formed parts meet the drawing, document and customer requirements
- Follow prescribed work rules and standard safety regulations at all times.
- Identify opportunities for process improvement and increased efficiency.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Dimensional inspection of assemblies and components, including aircraft hardware standards
- Initiate rejection tags and/or Non-Conformance Reports as necessary
- Develop a working knowledge of WFDC's Quality system and related procedures
- Develop a working knowledge of non-conforming materials procedures
- Other duties as assigned

QUALIFICATIONS

- Skill in performing mid-level math skills efficiently and accurately (including addition, subtraction, multiplication, and division using whole numbers, fraction and decimals)
- Ability to use measuring tools such as calipers, micrometers and other inspection gauges

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- Thorough understanding of aerospace requirements. – Including (but not limited to) drawings, PLs, ADCNs, SSPs and specifications.
- Ability to take direction from supervisor to complete assigned tasks
- Ability to communicate information clearly and directly to co-workers and supervisory personnel both verbally and in writing.
- Ability to adapt to change (positive or negative)
- Ability to accept criticism and deal calmly and effectively with stressful situations
- Ability to utilize interpersonal and communication techniques, working in a team environment, and dealing with a wide variety of personalities and communication styles
- Ability to develop constructive and cooperative working relationships.
- Willingness to take on responsibilities and challenges
- Ability to discern all colors of the spectrum (ROYGBIV)
- Familiarity with Boeing Aerospace Company specifications including substitution lists
- Proficient with Windows based PCs and related applications, especially MS Office
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- US Person Status Due to Export Control

EDUCATION/EXPERIENCE

- PC proficient – MS office, MRP/ERP and web based systems required.
- High school diploma or equivalent required; college or trade school preferred.
- Two or more years of aerospace manufacturing experience required.
- QA, Geometric Dimensioning and Tolerancing (GD&T) or machine part dimensional inspector experience preferred.

LANGUAGE SKILLS

- Ability to read work instructions and procedures in English.
- Ability to follow written and verbal instructions in English.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by the 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.

- Frequently able to lift or move up to 25lbs
- Constant exposure to indoor manufacturing environment
- Occasional exposure to chemicals and fumes
- Constant exposure to moderate noise
- Constantly stand and walk throughout the workday
- Frequent ability to sit at work station
- Frequently reach with hands and arms; use hands to manipulate, handle, or feel material
- Constant use hands/fingers to grasp, pinch, pull, feel, or handle and manipulate parts and tools
- Frequent repetitive motions
- Constant requirement of specific vision abilities including close vision, distance vision, color vision, depth perception, and ability to focus.

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- Constantly wear eye protection (Industry standard safety equipment is provided by the Company, and specific notice is posted in areas where safety equipment is required).

Definitions:

Constant	Frequent	Occasional
(5-8 hrs./shift)	(2-5 hrs./shift)	(Up to 2 hrs./shift)

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