



JOB DESCRIPTION - MANAGEMENT / OFFICE

JOB DESCRIPTION (JD) No.: QC-03
REVISION 0 DATE 5/13/13

TITLE: Quality Control Inspector
REPORTS TO: Quality Control Manager

A. SCOPE and PURPOSE

- This position is responsible for inspecting the dimensions of tubing being produced each hour.
- Duties include inspecting quality of incoming coils when quality problems are detected, receiving and investigating quality claims from customers, and taking corrective action for quality claims.
- Applies to all activities and guidelines for operations performed by this position.
- This job description shall be reviewed on a regular basis.

B. RESPONSIBILITIES

- Inspects the quality condition of tubing being produced.
- Inspect the dimensions of tubing being produced each hour.
- Performs physical property tests, such as tensile strength, flattening and bending properties.
- Perform Microscope inspection of the weld zone.
- Responsible for receiving and investigating quality claims from customers.
- Take corrective action for quality claims including meeting with production employees to correct problems.
- Inspect quality of incoming coils when quality problems are detected by production employees.
- Assist sales personnel when customers have a sales inquiry that involves product quality.
- Maintain quality control inspection tools and machinery.
- Performs special projects and other miscellaneous duties as assigned by supervisors.

C. ORGANIZATION RELATIONSHIPS

- Maintains high ethical standards in the work place.
- Maintains good communication with supervisors and co-workers.
- Helps other employees and work sections as required.
- Responsible for maintaining a clean and safe working area.
- Regardless of other duties, has a responsibility to follow Maruichi Leavitt Pipe & Tube, LLC production, safety, and quality procedures.

D. REQUIREMENTS

- Education and Training – Four year college degree or Understanding of Quality Control Received on the job training.
- Technical Requirements – Mechanical Aptitude, Accuracy, Attention to Detail, Initiative/Follow Through, Listening & Understanding, Problem Solving, Product Knowledge, Technical Communication, Team Participation
- Experience – Understanding of Quality Control