

# Bentek

## JOB DESCRIPTION

**Job Title:** Mechanical Quality Inspector  
**Department:** Quality Assurance

**Job Status:** Full Time/Permanent  
**Reports to (title):** Quality Manager

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### **BASIC FUNCTION**

Responsible for ensuring mechanical components and assemblies meet company standards. Inspects production material.

### **LEADERSHIP RESPONSIBILITIES**

None.

### **ESSENTIAL RESPONSIBILITIES AND PRINCIPAL ACCOUNTABILITIES**

*Denotes "essential functions" in accordance with the guidelines of The Americans with Disabilities Act. The essential functions of this position include, but are not necessarily limited to, those specifically identified in this description. The position and its essential functions may change over time and these changes may not necessarily be reflected in the position description. The Company may, at its sole discretion, add to, change, or expand the essential or marginal functions of the position.*

- Performs set up and inspection of Commercial Off-The Shelf (COTS) components
- Samples and tests basic mechanical components such as sheet metal, castings, and machined parts using basic mechanical inspection tools such as calipers, feeler gauges, etc.
- Samples and tests complex mechanical components and assemblies using more advanced mechanical inspection tools such as faro arm
- Creates and updates receiving inspection procedures as necessary.
- Support Quality by performing MRB administrative tasks.
- Provides support to Quality on First Article Inspection Plans.
- Performs ISO 9001 internal quality audits.
- Interprets receiving inspection documentation including drawings and procedures.
- Must adhere to and support the company's Safety Health & Environmental (SHE) program
- Performs all other tasks as required

### **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 generally required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- **EDUCATION/EXPERIENCE:** Minimum HS Diploma or GED, and ASQ Certified Quality Inspector (CQI) preferred. At least 5 years experience in a mechanical inspector role. Internal Auditor certification training (internal or external) preferred.
- **LANGUAGE ABILITY:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals.
- **MATH ABILITY:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to

compute rate, ratio and percent

- **REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **TECHNICAL SKILLS:** A good understanding of inspection techniques as well as considerable judgment and initiative are required in resolving problems and making recommendations as to the methods and techniques for obtaining solutions.
- **COMPUTER SKILLS:** Intermediate knowledge of Microsoft Office Suite. Previous experience with MRP system preferred.
- **CERTIFICATES AND LICENSES:** Internal Auditor certification (internal or external), ASQ Certified Quality Inspector (CQI).
- **EQUIPMENT AND DEVICE OPERATION:** No special equipment required.

#### **OTHER ESSENTIAL SKILLS**

- Dependability - Follows instructions, responds to management direction; takes responsibility for and own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan
- Initiative - Volunteers readily; seeks increased responsibilities; takes independent actions; looks for and takes advantage of opportunities; recognize, initiate projects, asks for and offers help when needed
- Problem Solving - Gathers and analyzes information skillfully and provides solutions in complex situations. Identify items requiring additional information or action
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings
- Ability to multi task and provide accurate information in a fast paced setting

#### **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.*

The work environment is in an open factory environment. On the factory floor the temperature fluctuates relative to the outdoor weather do to large roll up doors in constant use. There is some excessive noise on the production floor. The immediate work area has no caustic chemicals or fumes. Some travel may be required.

#### **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 their duties, 75% of the job is performed while sitting and 25% while standing or walking. May be required to stoop, kneel, crouch and reach above shoulder height. Unassisted lifting may be required up to 35 pounds.