

JOB DESCRIPTION

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Revision Date: _____

Job Title: QA Inspector Electrical

Job Classification: Non-Exempt

Department: Quality Assurance

Reports To: QA Supervisor

Job Summary

Perform checks, tests, gauging and instrument inspections of materials, goods in process, and finished goods and ensures that materials are in conformance with the latest revision of released drawings and/or applicable codes and standards.

Duties and Responsibilities

- Performs assigned routine tests on materials, equipment, goods in process, finished goods and/or materials where results are compared with company, client or regulatory body standards.
- Performs visual inspections, when necessary, to determine quality of product to ensure compliance with standards.
- Communicates with all relevant parties when inspection data exceeds acceptable limits or when incidents of quality are noted.
- Records defect results on forms, charts or reports and maintains records of inspection data, quality levels or any studies relevant to quality inspections.
- Makes recommendations to relevant parties regarding the disposition of inspection results.
- Support Commissioning Test Memos.
- Support Continuous Improvement Activities.
- Maintain Key Performance Indicators.
- Performs all required NDT (megger testing, cable continuity, torque, etc.).
- Performs basic welding inspections.
- Performs in-process inspections.
- Prepares to provide support in all meetings.

This job description reflects management's assignment of essential functions for this position. Management has the right to assign or reassign duties and responsibilities to this job at any time.

Anti-Bribery and Corruption

adopts a zero-tolerance approach toward bribery and corruption. All bribery and corruption risks will be mitigated with actions.

Commitment to Core Values and QHSE

our culture is distinguished by the Can Do! spirit and well-defined core values. Furthermore, employees are required to follow Quality, Health, Safety, and Environmental Policies & Procedures on a daily basis. Employees are required to work safely, effectively and efficiently in order to care for the environment, work place and coworkers. Employees are also encouraged to suggest ways to improve any aspect of the company's processes.

Employee Initials: _____ Date: _____

JOB DESCRIPTION

Experience & Knowledge Required	Skill & Abilities Required
Certificate and/or License in field of inspection preferred Minimum of 2 years of work related experience	Presentation Skills Communication Skills Time Management Skills Judgment and Decision Making Skills Proficient in MS Office (Excel, PowerPoint, Word) Ability to work rotating shifts Ability to work at heights Ability to work in confined spaces Ability to interpret drawings Bilingual (English/Spanish) preferred
Education Qualification	
High School Diploma or Equivalent required Bachelor's Degree in Engineering or related field preferred	

Employee Acknowledgement of Job Description	
I have received, reviewed and fully understand the requirements of this job description and understand that I am responsible for the satisfactory execution of the job duties and responsibilities described. I further understand that my job may change on a temporary or regular basis according to the company's needs. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or the Human Resources Manager.	
Print Employee Name: _____	ID#: _____
Employee Signature: _____	Date: _____

Job Description Approvals	
Dept Head Name: _____	
Dept Head Signature: _____	Date: _____
HR Manager Name: _____	
HR Manager Signature: _____	Date: _____