

JOB DESCRIPTION

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Revision Date: 3/4/2021

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.

Experience & Knowledge Required

Certificate and/or License in field of inspection preferred
Minimum of 2 years of work related experience

Skill & Abilities Required

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