

Job Title:	Quality Inspector	FLSA Classification:	Non-Exempt
Position Level:		Department:	Quality
Direct Reports:	No	Location:	Burlington, WA
Reports To:	Quality Manager	Travel Required:	No
Approved By:	Dustin Welch	Date:	02/03/2022
HR Authorization:	Alicia Jackson	Date:	
Reviewed By:	Dustin Welch – President, James Barnett – Vice President, Troy McNeil-Quality Manager, Alicia Jackson – HR Manager		

Job Summary
The incumbent will responsible for inspection and report on materials and product for conformance to customer and internal specifications in an aerospace manufacturing and repair environment. Activities generally related to this job role include first part, in process and final inspection, the identification and documentation of non-conforming conditions, validating process steps and interpretation of various written requirements.
Essential Job Functions
<ul style="list-style-type: none"> • Performs visual and dimensional inspections on manufactured parts, assemblies and sub-assemblies. • Supports the Quality Manager by auditing and evaluating company performance in accordance with and as it relates to the company’s FAA and EASA repair station manuals, AS9100 requirements. • Uses a variety of techniques and tools to ensure product conformity to include calipers, micrometers, and height gauges. • Produces certification documents per Sales Orders. • Maintains part traceability through proper identification. • Quarantines non-conforming product pending a disposition. • Responsible for the setup, maintenance and tear down of work areas, equipment and materials; keeps work area neat and tidy. Organizes such materials and equipment, data and workflow to ensure job requirements are achieved. • Reads, interprets, and adheres to drawings, blueprints, commercial aviation wire diagrams, manufacturing specifications, work instructions, regulations, manuals, and quality procedures. • Properly operates, maintains, and stores mechanical tools and equipment required to perform the job. • Performs production duties associated with the processing, verification, quality auditing and inspection of assemblies, parts, and tooling for which the individual has been delegated accountability. • Reports job status to the supervisor including any malfunctions, non-conformances, damaged equipment, or other obstacles to production. • Ensures the on-time completion of tasks and reviews work for quality and completeness. • Takes into consideration and participates in activities which fulfill compliance requirements to the AS9100 Quality Manual, Repair Station & Quality Control Manual, Training Program Manual, Production Approval Manual as applicable. • Exemplifies good work practices and behaviors; operates with integrity, treats others with respect, demonstrates reliability and teamwork, initiative and creativity, problem-solving and decision making. • Demonstrates clear and effective communication, both verbal and written. Prepares, maintains, and submits accurate paperwork as required, including job reports, timekeeping records, etc. • Adheres to all applicable environmental, safety and health, and operations procedures and directives. This

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includes proper use of personal protective equipment in accordance with manufacturer specifications, Safety Data Sheets (SDS), and company guidelines.

- Ensures job site safety, promote safe work practices, and rectify job site hazards.
- Reads, understands, and interprets lockout/tag out indicators in the work area.
- Knows, understands, adheres to Company organizational policies and procedures; aligns with and represents CAI’s mission, vision and core values.
- Performs other related tasks as assigned, some of which may become essential to the position.

Skills and Abilities

Required Skills and Abilities

- Familiarity with high precision Machined Parts and Component Assembly Inspection methods.
- Intermediate to Advanced blue print reading skills.
- Demonstrated abilities in problem-solving, critical thinking, and basic mathematics.
- Good organizational skills and a high level of attention to detail.
- Good interpersonal and communication skills.
- Possess and demonstrate thorough understanding and a working knowledge of all phases of the job.
- Ability to stand for long periods of time.
- Must be able to wear safety equipment, including a respirator, as required.

Preferred Skills and Abilities

- Aptitude for working independently with minimal supervision, meeting or exceeding production targets without jeopardizing quality.
- Skilled in the use of tools-of-the-trade.

Knowledge and Experience

Required Knowledge and Experience

- 0-2 Years (L1), 2-5 Years (L2), 5-8 Years (L3), 8+ Years (L4) of experience in a related job role.
- Or any equivalent combination of education, training, and experience which demonstrates the ability to perform the duties and responsibilities as described, including an internship in relevant trade.

Preferred Knowledge and Experience:

- High School Diploma/GED and technical/associate’s degree.
- Experience working in aerospace with trade terminology and basic nomenclature.

Physical/Mental Involvement & Environmental Factors

Physical Requirements: While performing the duties of this job, employees are regularly required to sit, walk,

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stand, bend, crouch, crawl, and twist. Reach, push, and pull with hands and arms. Lift up to 50 pounds. Talk and hear, both in person and by telephone.

Mental Requirements: Employees are regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve non-routine and complex problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with staff, the public.

Working Conditions: 100% of work takes place inside an industrial/warehouse environment. Employees work in close proximity with moving machinery, mechanical parts, and vehicles and may have exposure to prolonged loud noise, which can include sirens, horns, and tooling. Employees may handle hazardous material or have exposure to toxic or caustic chemicals, biological hazards, and airborne fumes. The noise level is usually mild to moderate 75% of the time.

Disclaimer

Job descriptions are not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may be assigned or changed at any time with or without notice. Job descriptions are developed through observation of work, information from the marketplace, and interviews with workers and supervisors currently performing the job.

Job Description Acknowledgement Form

Employee Acknowledgement			
I acknowledge that I have reviewed this job description and understand my job duties and responsibilities. I attest that I am able to perform the essential functions outlined herein. I understand that my job may change on a temporary or regular basis according to the needs of my location or department, with or without notice, and without it being specifically included in the job description. I agree if unable to perform a task for any reason; I will immediately notify my direct supervisor and/or the human resources department.			
Employee Name:		Date:	
Signature:			

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Job Description Approval Form

You have been selected to provide input on the above job description, either as someone who performs the job function or someone who oversees the job function. Review the job description and select the box below that best describes your feedback. If you are suggesting changes, please list them in the whitespace provided below. Or indicate them on a printed copy of the job description and attach it to this form. Once completed, please print your name, sign, date, and return the form to Human Resources.

I have reviewed the job description and agree it is correct, with no changes.

I have reviewed the job description and recommend the changes as indicated on the attached job description.

I have reviewed the job description and recommend the changes listed below.

Print Name:		Date:	
Signature:			