|  |  |  |  |
| --- | --- | --- | --- |
| Department: | **Production** | | |
| Reports To: | **Production Lead** | FLSA Status: | **Non-Exempt** |
| Employee Type: | **Full Time** | | |
| Prepared By: | **David Carty** | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Approved By: | **Eduardo Q. Java Jr.** | | **Date Approved** |  |
| Reviewed By Human Resources: | | **Isabel Peruyera** | | |

|  |
| --- |
| Job Description |
| * **SUMMARY:** * Production Inspector is responsible to check the quality of all products and raw materials, checking to make sure that the regulations and standards are being met and followed during production. * Production Inspector is responsible for making sure quality plastic molded product and packaging follows Internal Operator Work Instructions (OWI), based off customer specifications. * The Production Inspector should be reliable and able to work with attention to detail and within the safety standards. * On-the-job training is a good way to discover how to do the job better, so the Production Inspector should have a willingness to learn and improve. * Being a team player is essential since all tasks will require close collaboration with co-workers. * **MAJOR DUTIES AND RESPONSIBILITIES:**   + Follow safety requirements and report any issues immediately to the shift lead, molding technician, or shift supervisor.   + Participates in the safety training program.   + Follow policies and procedures related to the job function.   + Approves in-process production by confirming specifications; conducting visual and measurement tests; communicating defects found in product to technician and/or production supervisor.   + Functional inspection of product being manufactured at assigned injection molding machines, as required, using specific fixtures, gages, and instrumentation.   + Must be familiar with defects related to injected molded plastic components.   + Knowledge of operating different injection molding machines.   + Verifies that raw materials type and lot number on gaylord’s and dryers are assigned to the right injection molding machines.   + Maintain accurate and legible inspection records and documentation for assigned injection molding machines.   + Report defects to shift lead, molding technician, shift supervisor, or quality inspector immediately.   + Follow instructions on Operator Work Instructions (OWI).   + Package product based on packaging specifications per Operator Work Instructions (OWI).   + Collect and verify one shot per hour for any defects according to the Operator Work Instruction (OWI).   + Oversee the production operators beginning and ending partial counts and ensure the accuracy of those counts.   + Turn in production counts to the lead operator at the end of the shift.   + Verify labels have all the correct information.   + Place and ensure all labels are in the correct machine.   + Responsible for moving materials within plant with a manual pallet jack.   + Communicate information to production inspector (relief production inspector).   + Inspect partial product from previous shift report any defects to shift lead, molding technician, shift supervisor, or quality inspector immediately.   + Clean-up work station throughout the shift.   + Must be capable of handling more than one assigned injection molding machine.   + Communicate daily issues to oncoming shift production inspector. * **OTHER DUTIES:**   + Other duties may be assigned.   ***The preceding functions have been provided examples of the types of work performed by employees assigned to this job classification. Management reserves the right to add, modify, change, or rescind work assignments and to make reasonable accommodations as needed.***   * **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 required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. * IQMS ERP system knowledge required. * Must be able to work in a fast-paced environment, prioritize, and complete tasks in a timely manner. * Ability to multitask and to fully carry out instructions. * Ability to understand Good Manufacturing Practice (GMP) and Good Documentation Practices (GDP). * Ability to pay close attention to details. * Ability to commit to flexible work schedule. * Some experience with injection molding machines a plus. * Must be a team player. * Willing to submit to background/drug screen check. * Maintain cleanroom standard practices and housekeeping according to Standard Operating Procedures (SOP), and Work Instructions (WI). * **SUPERVISORY RESPONSIBILITIES**: * This job has no supervisory responsibilities. * **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 the duties of this job, the employee is regularly required to stand, walk, use hands and fingers, handle, or feel and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally physically lift, move and/or pull up to 30 pounds. Specific vision abilities required by this job include close vision, color vision, farsighted vision, peripheral vision, depth perception, and ability to adjust focus.   + The employee will frequently work around heavy machinery. * **EDUCATION AND/OR EXPERIENCE:** * High school diploma or General Education Degree (GED); or one year experience and/ or training; or equivalent combination of education and experience. * **MATHEMATICAL SKILLS:** * Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers. Ability to compute rate and ratio. * **COMMUNICATION:**   + Ability to read and interpret documents such as Safety Rules, Standard Operating Procedures (SOP), Work Instructions (WI), and applicable forms.   + Ability to speak effectively with co-workers, auditors, and customers. Must speak, read, and write English; bilingual a plus. * **WORK ENVIRONMENT:** * The work environment characteristics described here are a representative of those an employee encounters while performing the essential functions of this job. * Reasonable accommodations may be made to enable individuals with disabilities. * While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The noise level in the work environment is usually loud.   ***To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***  ***I hereby acknowledge that I have read and understand the content of this job description. I understand that the job description may be revised from time to time in the future by the Company in its discretion. I understand and agree that nothing in this job description should be construed as a contract of employment, and that employment with this Company is at-will meaning that the terms of employment may be changed with or without notice, with or without cause, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work.***  Employee Print Name: **­­­**  Employee Signature:  **­­­­** Date: |