**HARPER INTERNATIONAL**

## POSITION DESCRIPTION

The Position Description is the tool used by Harper International to communicate and clarify the essential job functions, establish the basis for performance expectations, and identify training needs for each position.

# Part I - Reporting Structure

**Job Title:** Quality Inspector **Department:** Quality

**Reports to:** Director of Quality **Supervises (Positions):** n/a

**Status:** Temporary **Date of last revision:** March 2018

# Part II – Position Objective

# Assist in the day-to-day manufacturing activity to meet department priorities while also double checking the work of our subcontractors.

# Part III – Job Responsibilities

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| --- | --- | --- |
| 1. Visual and dimensional inspections and/or functional testing to Harper's standards and requirements. | | |
| 1. Formally report results and identify non-conformances to responsible parties. | |
| 1. Assist in weld inspection and (Non-destructive Examination (NDE)). |

# IV – Knowledge, Skills, Education

1. Knowledge/experience working with designs/drawings
2. Knowledge/experience with machining, metal fabrications, piping systems
3. Experience working with suppliers, receiving and shipping
4. Experience with ISO and audits even though the company was not certified (like Harper)
5. Understanding and hands on experience with various manufacturing processes such as welding, fabrication, sheet metal forming, etc.
6. Understanding of Harper's products and criticalities of manufacturing, assembly and performance.
7. Understanding of various quality measurement and inspection techniques especially in the field.
8. Strong communication and influencing skills to ensure third parties manufacture to Harper's expectations.
9. Technical ability to read and interpret drawings

### V- Work Environment

1. Manufacturing environment: Welding, Fabrication, Assembly, Inspection and Testing of high temperature materials processing systems.
2. Union Manufacturing Shop.
3. Regular interfacing with manufacturing facility personnel, production control, purchasing and engineering.
4. 60% travel to suppliers, subcontractors and customers – mostly within region

### VI - 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.

The employee must regularly lift and/or move up to 50 pounds. While performing the duties of this job, the employee is regularly required to talk, hear, stoop, kneel, crouch or crawl, and climb or balance. The employee is frequently required to stand, walk, use hands and reach with hands and arms. The employee is occasionally required to sit.