

Job Description – Team Leader Quality Inspection

Employee Name: XXXXXXXXXXXX

Start Date: XX XXX XXXX

Department: Quality

Employee Status ☒ Full-time ☐ Part-time ☐ Temporary ☐ Intern

FLSA Status: ☒ Exempt ☐ Non-Exempt

Job Summary

The Quality Inspector Team Leader performs CMM programming, quality audits, inspections, tests, and measurement duties on standard products and processes to ensure conformance to product requirements. Coaching and work direction for personnel in aspects of product quality and inspection. Quality Inspector Team Leader may recommend process or improvement changes with various departments including Manufacturing, Engineering, and Supply Chain.

Essential Functions

- Foster/sustain "Voice of Quality" and "Quality 1st mindset".
- Performs visual and mechanical inspection of product and components per documented procedures; specification; drawings; or accepted manufacturing practices, using measuring equipment (i.e., caliper, micrometer, tape measures, color standards).
- Responsible for controlling, monitoring, and quarantining of non-conformant product and materials.
- Understands the requirements of the Quality System such as: best documentation practices, quality standards, and basic ISO requirements.
- Responsible for NCMR Submissions.
- Responsible for Receiving Record Document Management.
- Update and maintain Inspection Procedure Submissions/DCR's.
- Accept/release received materials.
- Report to leadership monthly on Inspection Department stats and metrics.
- Establish staffing needs of Department.
- Responsible for CMM Programming and Operations.
- Provides training to all new inspectors and Line leads pertaining to quality processes.
- Acts as backup to all quality functions including receiving inspection, and quality engineering.
- Support company finance, accounting, human resources, quality, regulatory, and clinical departments as necessary to ensure compliance with requirements.

Education, Experience, Required Skills

- CMM programming, Zeiss (Calypso) preferred
- 3 - 5 years quality experience preferred.
- Reliable, motivated self-starter with an aptitude for development.
- Working knowledge of inspection techniques and instruments, quality control terminology and competency in the use of ISO 13485 Standards and/or other quality programs.
- Proficient in Microsoft Office Word & Excel.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

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- Able to handle and be trusted with confidential and/or sensitive information.
- Ability to work in a fast-paced, constantly changing environment.
- Flexible and able to handle multiple projects in an organized, timely manner.
- Ability to problem-solve, work under pressure, and to effectively manage stress.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Ability to sit, stand, lift, bend and stoop numerous times throughout the day.
- Must be able to lift 25 pounds at times.
- Must have manual dexterity.
- Must have excellent hand-eye coordination.
- Must wear gown, gloves, and ear protection if applicable.

Authority and Responsibility

- Accountable for their performance and will have authority as delegated to complete their tasks and objectives.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

I have reviewed and determined that this job description accurately reflects the position.

Reviewed by: _____
Employee Date

Reviewed by: _____
Manager Date