

## *Power Engineering & Manufacturing Ltd.*

2635 WCF & N Dr. ♦ Waterloo, Iowa 50703

Phone (319) 232-2311 FAX (319) 232-6100

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**Position:** CMM Inspector

**Department:** Quality Assurance (QA)

**Supervisor:** Quality Assurance Manager

**Other Department position (QA Department coworkers):** Welding Inspector, Deburring/ Cleaning/Material Handler

### **General Job Description:**

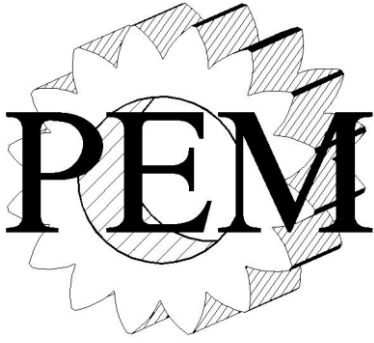
The CMM Inspector is responsible for the dimensional inspection of designed parts by utilizing the Coordinate Measuring Machine (CMM), hand measurement tools, and like quality control instruments for layout inspection. This position works closely with production and engineering whilst reporting directly to the QA Manager.

### **Preferred skills:**

- Ability to Operate Quindos and/or PC-DMIS software for the CMM
- Ability to interpret drawings and blueprints.
- Ability to perform final inspections, receiving inspections, and before and after SUB-OUT Vendor inspections.
- Ability to work in a fast paced manufacturing environment.
- Self-motivated.
- Good work ethic.
- Demonstrative ability to multi-task and take initiative.
- Good organization skills.

### **Responsibilities:**

1. Operate the CMM (Quindos and/or PC-DMIS) on a daily basis.
2. Follow the inspection schedule for the INSPART and CMM work center.
3. Perform CMM inspections for the CMM Work Center, per the CMM Schedule.
4. Perform manual/hand measurement inspections with ID micrometer, OD micrometers, calipers, height gages, and many other measurement tools, per the INSPART Schedule.
5. Perform before and/or after SUB-OUT Vendor inspections, per the INSPART Schedule.
6. Use Go/No-Go gages to pass or reject production parts.
7. Calibrate measuring tools.
8. Fill out Inspection Reports for every scheduled and unscheduled inspection.
9. Document all Inspection Reports using the Inspection Report documenting procedure.
10. Report Non-Conforming issues to the QA Manager using the NCMR Reporting procedure.
11. Perform QA Manager requested inspections.
12. Record all indirect and direct labor time to e-Sheet using the PEM Standard Operating Procedures, subtitle, Time Tracking.



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13. Attend the Weekly 7:30 a.m. QA Department Meeting with QA Manager, to receive and discuss the daily priority list.
14. Establish and maintain professional relationships with all PEM Department Supervisors.
15. When time is allotted, research non-conforming issues, and report possible solutions to the QA Manager.
16. Assist in QA Department development.
17. Commit to working to deadlines for customer support.

**Agreement:**

1. The CMM Inspector position requires strict adherence to procedure and department objectives, therefore all procedures and QA Manager's instructions and guidelines should be followed.
2. The QA Department is a department in the development stage. Many procedures have already been established, but are still modified in order to become more efficient or obtain better information. Therefore, the CMM Inspector will be expected to assist in development and be flexible enough to accept new procedures when they change. The CMM Inspector is welcome to offer suggestions and initiate discussions of department possibilities, with the QA Manager. Working with, rather than against the QAC Manager, will be vital to the QA Department's ability to accomplish its goals.
3. The CMM Inspector will refrain from speaking ill of other coworkers or other department. The QA Department's objectives all lie within the realm of *solving* problems, and maintaining quality procedures. Speaking ill of coworkers, or spreading rumors, negatively affects both the image of the QA Department, and the potentially positive outcomes the QA procedures can have at PEM.
4. The CMM Inspector must bring all issues/concerns pertaining to quality procedures or disgruntlement to his QA Manager *before* going to Human Resources or the President. If any issues are unresolved by this means, *both* the CMM Inspector and QA Manager will go the Human Resources *together*, to discuss the issue.

Quality Assurance Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Quality Assurance Inspector: \_\_\_\_\_ Date: \_\_\_\_\_