

JOB DESCRIPTION

TITLE: AOI Inspector/Operator I
DEPT.: Quality

REPORTS TO: Inspection Group Leader
JOB STATUS: Non-Exempt, Range 4

PURPOSE OF THE POSITION

To ensure in process or final product meets specifications before being provided for further processing, or shipment to the customer.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Accurately perform automated inspection of assemblies in production mode, including shut-down and start-up
- Perform equipment non-routine and weekly/monthly preventative maintenance
- Understand all production processes that relate to inspection; use industry standards and good judgement in determining acceptable standards. Read and comprehend documentation relating to phases of production, such as customer-supplied blueprints, parts lists, etc.
- Report any errors or major discrepancies to the Group Leader immediately, so immediate corrective action may be taken, and communicate re-work instructions to production Group Leaders or rework operators
- Stop production when nonconformances are noted. Stop nonconforming product from being released to ship or further processing
- Keep accurate and detailed records
- Responsible for compliance to Altron's Quality Management System and other regulatory and statutory requirements as required by the customer
- Accountable for accepting responsibility for continuous on the job training by actively participating in training put on by designated Altron employees and/or any outside service

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Assist with visual inspection, as needed
- Accept responsibility for quality aspects of the job and actively participate in quality efforts and support Altron Inc.'s quality policy
- Contribute to maintaining a safe work environment by following safety policies and procedures and by reporting any safety concerns and participate in the mini exercise stretch breaks to ensure a safe work environment.

JOB SPECIFICATIONS

- Education: High school diploma or general education degree (GED)
 - Experience: Basic mathematics required. Basic knowledge of electronic assembly helpful and inspection experience preferred.
 - Physical Demands: the employee is regularly required to sit and/or stand while performing motions requiring high manual dexterity for up to 8 hours per day. Occasionally lift, push and pull 10 to 35 pounds. Specific vision abilities required include close vision, color vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
 - Mental Demands: Reading documents such as blueprints, bill of materials, workmanship standards, and equipment procedures. Problem solving, confidentiality, basic math skills, verbal and written communication, customer contact, detailed work.
 - Equipment Used: Hand tools, calipers, microscope, ring light, ruler, ohmmeter, and cable scan
- * This Job Description is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary from time to time.

I have received a copy of my job description and I am aware of my responsibilities and authorities.

Employee's Signature

Date