



Position: Quality Inspector
Department: Quality
Reports to: Director, Quality
Classification: Full time, Exempt

Work Schedule: As required to perform assigned duties
Direct Reports: None
Location(s): Portsmouth NH / Dover, NH
Travel: Between facilities as needed

Summary of Position:

This position assures that quality requirements are enforced during manufacturing operations through quality control inspection and checks. It also reduces the risk that non-conforming materials that require testing reach the assembly floor, aftermarket services, or customers.

Duties and Responsibilities:

- Inspect and verify in-process manufacturing operations as defined by company quality plans
- Enforce QMS process compliance by in-process manufacturing operations
- Perform incoming inspection using work instruction, marked drawings and electronic worksheets. Provide visible identification of inspection status using red and green tags or stickers.
- Maintain inspection records in SharePoint QC files and Syteline ERP database
- Use hand measuring instruments, apply inspection methods, and techniques necessary to verify part conformance to supplier quality requirements including completion of inspection test reports.
- Maintain the integrity, identification and security of inspection tools and equipment. Perform periodic calibration in accordance with FlexEnergy calibration procedures.
- Perform at least level 1 NDT tasks such as Fluorescent Penetrant Inspection of parts
- Attend Morning Production Meeting for priority assignments established from assembly floor requirements, MRP, and Syteline work order shortage reports.
- Obtain engineering drawings from SharePoint Site or marked drawings from engineering needed for inspection
- Repackage and preserve part integrity after inspection
- Generate or accept Material Reject Notices for non-conforming materials identified at incoming inspection, the assembly floor, or materials returned from the field. Inspect all similar inventory and quarantine additional non-conforming materials.
- Implement reject material disposition process from Material Reject Board (MRB) review to notification and tracking of disposition actions by other departments.
- Maintain reject material SharePoint log to track and control rejected materials in MRB Room and record material transactions as necessary to conform with reject material dispositions
- Perform periodic shelf life inspections as specified in Syteline
- Perform 1st article inspection of incoming components.

Minimum Qualifications:

- **Formal Education Requirement:**
 - High school or Technical school graduate. Formal training in blueprint reading and geometric tolerance.
- **Minimum Years of Experience Necessary:**
 - 6+ years hands-on electro-mechanical inspection experience in a turbo-machinery or other heavy industrial equipment related manufacturing operation

Additional Comments:

- Employees are expected to perform all duties listed above as well all other duties assigned by their manager in order to support the overall objectives of the business.
- Formal quality training is a plus.

Working Conditions:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Physical Requirements:

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

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To inquire about or apply for a position, please submit a cover letter and resume/CV to: **hr@flexenergy.com**