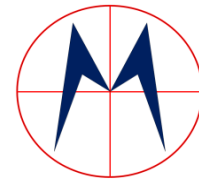


# MORTON MANUFACTURING

*"Quality Aerospace Fasteners"*



## JOB DESCRIPTION

Job Title: Retina Inspector	Reports to: Quality Control Manager
Department: Inspection	FLSA: Hourly
Approved by: Human Resources	

## Position Overview

Maintains quality standards by approving incoming materials, in-process production, and finished products, recording quality results.

## Essential Job Functions and Responsibilities

- Performs visual inspections on various products using equipment for which employee has been trained.
- Reads and understands instructions, procedures, routing sheets and other required documentation.
- Follow instructions and procedures to ensure that quality of work is met.
- Performs work on schedule so as to ensure quantity of production is met on time.
- Processes paperwork and ensures that routing sheets are complete and accurate. Maintains integrity of the product with its lot numbers so that no mixing of product occurs.
- Reports problem to supervisor for resolution. Does not perform any trouble shooting activity without express permission from supervisor.
- Uses measuring instruments and other devices to verify specifications of products.
- Uses mathematical skills as required to perform calculations necessary to the performance of required inspection tests.
- Uses inspection equipment according to operating instructions.
- Cleans and maintains equipment, tools and work area.
- Records all labor and production information in accordance with department procedures.
- Follows code of conduct in regards to work habits and behaviors.

## Scope

- This position reports to Quality Control Manager and does not have any reports.

## Requirements / Qualifications

- High School graduate or GED.
- 18 years of age or older.
- Employee must show an aptitude for inspection. A willingness to perform the physical functions required and must be hands on with handling parts or working on machinery.
- Mathematical skills; i.e. basic math; algebra and geometry.
- Basic reading skills of English at a level sufficient to read work orders, operating instructions, company policies and safety rules.
- Maintains good attendance and punctuality.

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## Preferred Qualifications

- Blueprint reading skills.

## Physical Requirements

- Employee is required to stand and sit for long periods of time. Must be able to walk and lift or carry parts or other items weighing up to 40 pounds throughout the inspection dept. Uses arms, hands and fingers to operate tools, computers and other equipment. Must have near vision to be able to read, focus and make adjustments in performing duties.
- Pass eye exam.

## Work Environment

- Primary work is done under laboratory type conditions. Noise level is low to moderate. Employee may be exposed to chemicals, moving machinery or equipment requiring the use of personal protective equipment.

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.

### ADA Statement

The Company is committed to providing reasonable accommodations for persons with disabilities upon request of the individual. Individuals with disabilities requiring an accommodation should contact the Human Resources Department

### EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of the Company to afford equal employment opportunity to all individuals, regardless of race, creed, color, religion, gender, national origin, ancestry, age, marital status, veteran status, disability, medical condition (as defined by California Government Code section 12929), gender identity or sexual orientation.

The Company's commitment to equal opportunity is applied through every aspect of the employment relationship, including, but not limited to, recruitment, selection, placement, training, compensation, promotion, transfer, termination, and all other matters of employment.