

HIX CORPORATION

Job Description Form



Hix Corporation -Inspector

Reports to- Production Supervisor - Assembly

FLSA: Full Time – Non-exempt

Hours: 40 per week

Shift: 6am – 3pm Monday – Thursday

6am – 12pm Friday

Occasional Overtime Required No Travel Expected

Descriptive Summary

Inspects products manufactured to ensure compliance with contract specifications and ensure quality by performing the following essential duties.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform the essential duties and responsibilities of the job with or without reasonable accommodation. Duties and responsibilities may change at any time with or without notice.

- Reads and interprets blueprints, sketches, or product specifications to determine sequence and methods of inspecting and packaging products.
- Examines product to ensure such information as size and weight of product and results of quality test.
- Packs product per prescribed method to ensure integrity during shipping.
- Inspects products to determine compliance with order specifications, company's quality control systems for compliance with legal requirements, and shipping and packing facilities for conformity to specific standards.
- Stamps mark of approval or rejection on product and writes reports of examinations.
- Inspects assemblies and parts for conformance to specifications.
- Requests materials, parts and supplies as assigned in conformance with system to ensure availability for operations.
- Daily contribution as a team member is expected with regular attendance and punctuality.
- Other duties as assigned.

Mission and Vision Competencies and Skills

Mission and Vision: Hix Corporation is dedicated to innovative manufacturing of the highest quality equipment and products, serving the worldwide graphics imaging, commercial food, and industrial oven industries: cultivating a rewarding partnership with customers, employees, and suppliers.

- **Pride:** take pride in yourself, in others and in Hix Corporation.
- **People:** treat people fair and be socially responsible. Everyone matters.
- **Partnership:** Respect and value relationships with customers, suppliers, and co-workers. Team attitude is crucial. Value open and candid communication to foster an atmosphere of success.
- **Quality:** Quality by design in our products and the work we do to exceed customer expectations. We value the quality of our environment and will maintain its cleanliness and safety.
- **Integrity:** Committed to the highest level of ethical conduct. Strive to succeed in developing safe products, great environment, equal employment practices and compliance with all laws.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide two-digit numbers.



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- **Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence and reports. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Physical Demands/Work Environment

- Regularly stand and reach with hands and arms.
- Occasional walking
- Frequently lift or move up to 50lbs.
- Occasionally lift or move up to 100lbs.
- Regularly exposed to fumes or airborne particles.
- The noise level is usually moderate.
- Exposed to moving mechanical parts and vibrations.

Education/Experience

- High School diploma or equivalent
- 3 months related experience or training
- Equivalent combination of education, experience, and training.

EEO

- Hix Corporation is an Equal Opportunity Employer.

I understand and agree to the duties and expectations of my role as outlined in this job description. I can perform the essential function of the job with or without reasonable accommodations.	
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Employee Name	
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Employee Signature	Date

Job Description: Inspector
 Revision Date: 03/2020
 HR Authorized Work Code: 3548
 Job Code: 7-100I
 EEO: OP 51-2099-7750