

JOB SUMMARY:

The Inspector will provide quality assurance oversight for manufacturing processes throughout all phases of production. This position is tasked with ensuring shelters built conform to Thermo Bond quality standards.

Most of the Quality Inspector's time will be spent on the production floor, performing surveillance activity spot checking the building process, performing defined inspections at specific production steps and final inspection following completion of each unit.

The Inspector is responsible for identifying items that do not meet Thermo Bond standards during the production process and coordinating their repair prior to continuing to the next production step. The Inspector reports repetitive quality issues to management so that corrective action can be taken.

This position includes some clerical duties such as developing quality related forms, recording relevant data, and record keeping.

SUPERVISORY RESPONSIBILITIES:

- None.

DUTIES AND RESPONSIBILITIES:

- Knowledgeable of all processes and standards used in the construction of Thermo Bond concrete and lightweight structures.
- Several times each day, performs inspection rounds in all production areas to:
 - Verify that processes are being performed to standard.
 - Perform oversight inspections following each stage of construction.
 - Perform required checks or tests.
 - Identify any nonconformities in the production process.
- Develop punch lists for each finished building following completion of production.
- Report issues from observations and inspections to management for analysis and action needed.
- Develop and maintain the following digital records for each structure:
 - Component serial numbers
 - Structure pictures
 - Test reports (i.e., concrete reports),
 - Quality documentation
 - Warranty documents.
- Register HVAC warranties online.
- Consult with Quality Lead to determine appropriate recommendations and corrective action for items that do not Thermo Bond meet standard, as needed.
- Compile Quality Binders for buildings that are released for manufacture, prior to production start.

- Assemble Warranty Binder following structure completion.
- Maintain other quality records as needed.
- Perform other duties as assigned.

REQUIRED SKILLS/ABILITIES

- Ability to prioritize tasks and move efficiently from one to another.
- Excellent verbal and written communication skills.
- Competent in basic use of Microsoft Office Suite and related software.
- Basic knowledge of building standards and codes.
- Basic knowledge of construction processes and tools.
- Ability to inspect and critique in a positive and professional manner.
- Ability to work at a steady, deliberate pace in a variety of conditions ranging from
 - office setting
 - production floor
 - inclement outdoor weather.
- Must be self-driven and able to work without close supervision.
- Strong problem-solving skills, in a team setting.
- Ability to read a tape measure to 1/16 fluently.
- Knows how to read blueprints.

CERTIFICATES, LICENSES AND REGISTRATIONS:

- None.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent required.
- Willing to learn new programs as needed, such as Fishbowl or Smartsheet.

PHYSICAL REQUIREMENTS (including but not limited to):

- Able to work an 8 hour shift standing/walking.
- Able to climb ladders repetitively.
- Able to bend, crouch, twist, pull.
- Able to lift/carry 25 lbs.
- Able to work at a desk for short periods of time.

Revision Date	Author	Description
2/10/22	GL	Original Release