



Job Title: Inspector II
Department: Quality
Supervisor: Senior Quality Manager
FLSA Status: Non-Exempt

Introduction:

Microboard Processing, Inc. (Microboard), located in Seymour, CT is a privately held, completely state-of-the-art Electronic Manufacturing Services (EMS) provider that has been in business for 40 years. We are relentless with our continuous improvement philosophy as well as our equipment, software and human capabilities, employing the brightest minds and the newest equipment (FUJI NXT III SMT, Automated climate-controlled inventory towers, 5D X-Rays, in-line SPI's and AOI's, on-site Nitrogen Generation, etc.). We are constantly pursuing global certifications to maintain Microboard at the leading edge of technology with a keen sensitivity to our environment (ISO 9001:2008, ISO 13485, AS9100D, ISO14001, CE, UL, ITAR.)

Summary:

Inspect a wide variety of electronic assemblies, subassemblies, pc boards, box-build, and components to customer documentation as well as industry standards. A level II Inspector shall be able to work with MINIMAL or NO supervision.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Performs inspections on IPC-A-610 Class 1 and 2 assemblies.
- Examines quality of workmanship for conformity to customer documentation and industry standards.
- Performs Line Audits and First Articles Inspection for ALL departments for IPC-A-610 Class 1 and 2 boards.
- Conduct Final Inspection on IPC-A-610 Class 3 boards as assigned by the Group Leader.
- Performs conformal coat inspection as assigned by the Group Leader.
- Follows established procedures for handling nonconforming materials.
- Work in compliance with Microboard, OSHA and SDS safety policies.
- Proficiency with and working knowledge of Microboard Shop Floor Tracking System, Aegis, is required.
- Must become certified to J-STD-001 within 6 months of becoming a level II Inspector.
- Other duties may be assigned.

Qualifications:

- Have basic component ID and/or soldering knowledge.
- Be competent with using basic hand tools such as a micrometer and/or caliper.
- Must be comfortable reading customer documentation, Microboard Quality Bulletin (QB), and using Aegis.
- Good attention to detail and organizational skills.

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- Must be able to effectively work in team environment.
- Communicates and listens effectively in a professional and courteous manner.
- Contributes to a positive, healthy and safe work environment.

Education and/or Experience:

High School Diploma or GED

Language Skills:

- Ability to read and speak English fluently.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving simple variables in standardized (normal) situations.

Physical Demands: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently exposed to moving mechanical parts.
- The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and vibration.
- The noise level in the work environment is usually loud.

Personal Protective Equipment (P.P.E): Specific items of clothing and/or equipment may be required to perform certain functions and operations. Any of the following three serve as sufficient criteria in determining the need for P.P.E. compliance with:

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- Microboard policy.
- Safety Data Sheet (SDS) stipulations.
- OSHA regulations generally.