



QUALITY INSPECTOR

DIVISION:	Glass	JOB CODE:	3015
LOCATION:	Tulsa	JOB FUNCTION:	Quality Assurance
DEPARTMENT:	Machining Indirect	FLSA STATUS:	Non-exempt
REPORTS TO:	Production Manager	EFFECTIVE DATE:	06/10/25

JOB SUMMARY

Inspect finished products, products being processed, incoming materials, parts, and assemblies for conformance to company standards.

QUALIFICATIONS

Education/Experience

High School Diploma or General Education Development (GED) / Test Assessing Secondary Completion (TASC), plus two (2) years of experience in a manufacturing environment. Prior quality control experience a plus.

Experience with measurement devices (such as calipers, micrometers, and gauges) required.

Knowledge/Skills/Abilities

Production/Quality/Mechanical Skills. Knowledge of production processes, quality control, and techniques for effective and accurate manufacturing. Knowledge of machines and tools, including their designs, use, and maintenance. Ability to perform mechanical tasks, be observant and thorough. Ability to proficiently use calipers, micrometers, and various other gauges, and use logic and reasoning to determine pass/fail and to identify possible causes and alternative solutions to problems impacting quality. Ability to read and interpret blueprints. Ability to operate Coordinate Measuring Machines (CMM), hardness and tensile tester. Ability to use industrial equipment (i.e., hoist, pallet jacks, dollies) to move/transport materials, parts, supplies, etc.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization. Genuine with high ethical standards and values and personal integrity and honesty. Ability to apply a large measure of common sense to a variety of situations.

Communication Skills. Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs.

Computer/Applications Skills. Proficient computer skills using a variety of software applications systems. Working knowledge of Microsoft Office Products, including Word, Access and Excel.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work independently, without significant direction and to use resources effectively to "figure it out". Strong critical thinking skills, judgment and keen attention to detail and accuracy. Exceptional prioritization, time management and organizational skills. Ability to write routine reports and correspondence.

Professional Investment. Demonstrated commitment to own personal professional development and learning.



ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Correctly utilize measuring equipment (calipers, micrometers, and various other gauges) to thoroughly test and inspect parts and finished products for compliance with company standards. Perform inspections using Coordinate Measuring Machines (CMM), as needed.
2. Accurately examine material(s) based on conformance to specifications and determine whether to accept or reject.
3. Randomly select product samples and verify process accuracy. Report conditions that require immediate repair.
4. Keep records and make reports indicating results of inspections. Report defective materials and perform patchwork/other repairs to products as needed. Use data to help solve production issues and/or recommend improvements.
5. Safely operate material handling equipment including hoists, pallet jacks, and dollies to store and deliver materials, parts, supplies, equipment, and product.
6. Document and perform computerized transactions related to receiving, inspecting, storing, transporting, and issuing materials.
7. Continuously maintain a safe and clean work area and ensure all equipment used is in proper working condition.
8. Promote positive employee and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance, and civility. Respond appropriately to inquiries, concerns, and complaints by being professional, courteous, and respectful.
9. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
10. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response and effective resolution skills. Work effectively within team environments both within your department and across the organization.
11. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
12. Actively support compliance with all relevant ISO management system standards through creation, updating, and control of documented information. Ensure calibrated or verified monitoring and measurement equipment is used and maintained as appropriate.
13. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
14. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
15. Perform other tasks as assigned.



PHYSICAL/SENSORY REQUIREMENTS

The following physical activities described here are representative of those required by a Team Member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.

Must be able to sit for long periods-of-time, bend and reach, use stairs, walk on concrete floors, lift or push up to 50 pounds occasionally and communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, office equipment and telephone.

WORKING ENVIRONMENT

While performing the duties of this job, the team member is occasionally exposed to dust, fumes or airborne particles, and moving mechanical parts. The noise level in the work environment and job sites may be loud. Must be able to withstand temperature variations within plant environment based on seasons. Personal protective equipment (PPE) including safety glasses/goggles, approved footwear, and respirators, may be required.

Team Member's Signature

Date