



Gilmore - Job Description

Position: QC Senior Inspector
Reporting Line: QHSE Manager
Department: Manufacturing
Facility: Lumpkin Rd.
Location: Houston, TX
FLSA Status: Non-Exempt
Work Status: ☒ Direct ☐ Indirect

Company Overview

Gilmore is an independently operating business wholly owned by Proserv which specializes in the delivery of severe service flow control solutions across the Energy market. Gilmore's manufacturing and headquarters are located in Houston, Texas USA and has a network of distribution partners which span the globe supporting global regional markets.

Our people are fundamental to the success of our organization and remain at the heart of our achievements. At Gilmore, we aim to develop our business around a valued and motivated workforce that encourages personal development and allows our people to flourish and realize their fullest potential.

Role Synopsis

Inspects finished products, in-process, incoming materials and witness/review of assembly and test functions and documentation, etc. for conformance to company standards. Conducts routine and non-routine analysis of raw materials, in-process, and finished product, using variety of testing devices and procedures to maintain product quality.

Essential Duties & responsibilities (includes, but not limited to the following)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed herein are representative of the knowledge, skill, and/or ability required. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions. These duties and responsibilities are not listed in order of importance.

- Conduct dimensional inspections of machined parts ensuring product meets drawing specifications and standards, purchase order requirements and customer standards as applicable.
- Ability to read and interpret drawings including a thorough understanding of GD&T.
- Expert at determination of best, efficient inspection methods and choosing appropriate measurement and monitoring devices to confirm compliance with drawing requirements.
- Use typical measuring instruments and tools in a QC lab (optical comparator, profilometer, hardness testers, height gages, micrometers, calipers, manual CMM etc.)



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- Zeiss DCC CMM experience with Calypso software is a plus.
- Basic tool calibration of hand tools (micrometers, calipers etc.) and understanding of tool measurement capabilities.
- Machine shop math including trigonometry.
- Understanding of material traceability. Ability to read and interpret material test reports for raw material receiving inspection.
- Conducts final inspection for product release prior to the product leaving the facility ensuring all defined requirements are met. Includes paperwork and test package review.
- Maintain housekeeping in the Quality Control Lab.
- Working knowledge of ISO 9001, API Q1 and has a good understanding of quality management system principles.
- Able to work in a team with minimal supervision of required tasks.
- Develops work instructions and procedures as directed by the QHSE Manager.
- Other duties and responsibilities as assigned by the QHSE Manager

Compliance Requirements

Gilmore has a Business Ethics Policy (the “Policy”) which provides guidance to employees in day-to-day roles, as well as helping the employee and the business comply with the law at all times. The incumbent must read, understand and comply with, at all times, the Policy along with all other corresponding policies, procedures and directives.

QHSE Responsibilities

- Demonstrate a personal commitment to Quality, Health, Safety and the Environment
- Apply Proserv, and where appropriate Client Company's, Quality, Health, Safety & Environment Policies and Safety Management Systems
- Promote a culture of continuous improvement, and lead by example to ensure company goals are achieved and exceeded

Qualifications/Work Experience

Education

- High School diploma or equivalent

Experience/ Skills

- Minimum of five years' experience as an inspector conducting precision part dimensional inspection and general oilfield valve inspections and tests.
- Ability to read and interpret documents such as technical drawings, procedures, operating instructions, and safety rules.
- Ability to write routine reports and correspondence.



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- Ability to solve practical problems and deal with a variety of situations where only limited information is available, with minimal supervision.
- Ability to interpret a variety of instructions in English in both written and oral format.
- Strong communication and organization skills.
- Working knowledge of Microsoft Office software.
- Working knowledge of PSI gages and ADT pressure pumps.

Preferred

- CMM – Coordinate-Measuring Machine experience highly preferred.
- ASNT level II LP certification
- Internal audit experience with ISO 9001, ISO 14001, OHSAS 18001
- Proficient in Calibration data entry and protocol per standards

Physical Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift and carry files, packages, boxes weighing up to fifty (50) pounds.
- Natural or corrected vision to read printed materials and computer screen.
- Natural or corrected hearing and speech to communicate in person and over the telephone.
- Capable of properly using standard office equipment, including telephone, and a computer with keyboard.
- Ability to wear required Personal Protective Equipment (PPE). Includes hard hat, steel toed shoes, safety glasses, etc.

Work Environment

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.

- Work will mostly be performed indoors in a controlled environment.
- Some exposure to the manufacturing and shop areas, which are open, and not air conditioned.