



## Gilmore - Job Description

**Position:** QC Inspector  
**Reporting Line:** Quality Control Supervisor  
**Department:** Manufacturing  
**Facility:** Gilmore, Lumpkin Rd.  
**Location:** Houston, TX  
**FLSA Status:** Non-Exempt  
**Work Status:**  Direct  Indirect  
**Mercer ID #:**  
**AX Grade:**

### Company Overview

**Gilmore** is an independently operating business wholly owned by Proserv which specializes in the delivery of severe service of 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 being processed, 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.

- Upon request of production, perform a first piece inspection for all jobs at the indicated operation.
- Verify the sign off by the operator of said operation.
- Record results of the first piece and final inspections.
- Responsible for initiating non-conformance reports.
- In some cases, qualified personnel are required to review completed documentation packets (i.e. Certificate of Conformance, Certificate of Test, Test Reports, etc.) and review assembly and testing of the product. In addition, review the overall status of the parts (i.e. visual inspection, stamping, etc.) prior to transfer to the Shipping Department.
- All dimensions will be documented during final inspection.
- Each inspector will be responsible for the full count of parts delivered to him and the amount sent to the stock room or next operation.

- Each inspector is responsible for identifying and utilizing calibrated gages.
- Maintain the workstation to an acceptable standard imposed by management.
- Examines materials under a microscope to evaluate products to workmanship standards.
- Collects and records results of sampling and testing to maintain record of product quality.
- May perform special projects on analytical and instrument problem solving including instrument reliability and process validation.
- Revises and updates standard operating procedures as needed.
- May be involved in the development of testing methods.
- Observes designated worker performing standard tests and measurements, reads results, duplicates tests, and compares test results and measurements to verify accuracy of measurement.
- Performs analytical tests on samples, using instrumentation and equipment such as optical comparators, spring constant testers, surface finish measuring machines, Brinnell and Rockwell hardness measuring equipment.
- Performs calculations to measure such features as threads, angles, radii, bolt circle patterns and hardness, applying shop level mathematics including trigonometry.
- NDT examinations such as liquid penetrant testing and magnetic particle testing in accordance with level II ASNT requirements
- Other duties and responsibilities as assigned

## **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 Gilmore, 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**

Essential

- High School Diploma or equivalent.

### **Experience/ Skills**

Essential

- Three plus years' inspection experience of precision machined parts within a manufacturing environment.
- Ability to use precision measuring tools
- Knowledge of GD&T
- Ability to operate a personal computer and office machines.
- Basic knowledge of English language both, written and spoken.
- Strong math skills

**Preferred**

- CMM – Coordinate-Measuring Machine experience highly preferred.
- ASNT level II LP certification
- Surface plate inspection with electronic height gages
- Internal audit experience with ISO 9001, ISO 14001, OHSAS 18001
- SPC experience with control charts
- ASQ or SME level Green Belt certification
- Proficient in Calibration data entry and protocol per standards

**Physical Demands**

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 air conditioned.

**To apply**

Please send an updated CV to [hr@gilmore.com](mailto:hr@gilmore.com)

**Declaration**

I declare that I have read, understood and accept the contents of the above job description, which I am required to undertake.

Signature:		Date:	
Name in Capitals:			