

# JOB DESCRIPTION

Victory Energy Operations, LLC.

POSITION: <b>Quality Control –Shop Floor Inspection and Shipping Receiving Administrator</b>		
	ISSUE DATE: 3/3/2010	
REPORTS TO: <b>David Olson</b>	JDA:	
JOB CODE(S):	GRADE:	FLSA:
PAY SCALE: \$		

## **JOB PURPOSE: Shop Floor Inspection and Shipping & Receiving Administrator.**

### **Overall Job Purpose:**

1. An individual assigned to inspect to established Inspection Points and Supervise Floor. Follow the Production Department’s schedule and progress to verify, inspect, witness and all fabricated items as required by the Job Specifications and ASME codes and standards.
2. Ensure/verify the accuracy and quality of product/material being received by verifying product to VEO Purchase order. When product is accepted, place receivable in the correct warehouse location. Issuing received products to production on request.

### **Combination and Time allocation:**

This position is scheduled for a minimum of 40 hours per week, Monday through Friday unless otherwise directed.

Start time will be 6:00 AM to 2:30 PM daily, or as directed.

As a guide 80% of time should be allocated to the responsibilities of Quality Control and Inspection and 20% of time should be allocated to Shipping and Receiving, exact time allocation will vary.

### **Essential Job Duties and Responsibilities:**

- Read and understand all Sections of the Victory Energy’s Quality Control manual, as it pertains to all fabrication and assembly throughout the shop
- Read Drawings to insure and document that all dimensions and details are adhered to
- Ensure that the Inspection Test Plan (ITP or Traveler) is being followed and maintain current approval of satisfactory completion for each step, task or item
- Inspect and document, that material acceptability from receipt, through completion and shipment
- Record all heat numbers of all material used for, or attached to, pressure boundaries or as required to complete a weld map or weld map data sheet
- Verify that all of the Weld Procedures used for fabrication, being followed
- Verify that Production Welders are:
  - Qualified to weld the materials to be welded.
  - Using the correct welding Process.
  - Welding only in the positions, they are qualified to weld in
  - Within the limits of the diameters, or thickness they are qualified for

## **Essential Job Duties and Responsibilities (continued):**

- Inspect and document the final welding for:
- appearance (no course ripples; the grinding of all starts and stops; and no cracks) no holes, or undercutting as per ASME code
- Cleanliness, free from all slag and splatter
- Verify that all welds are identified with the welder's stamp (symbol)
- Ensure and document that NDE and PWHT is performed as specified and that all reports are clearly traceable to applicable welds and materials
- Ensure that all NDE and PWHT documentation is filed in the proper VEO Job File and Data Book
- Insure that only calibrated pressure gauges are used for NDE, PWHT, and Hydrostatic Testing
- Inspect, witness and document any pneumatic or hydrostatic test and assist in ensuring that all required safety precautions and rules are followed during such testing
- Stamp all ASME code items; on the item and in the location called out by the ASME code
- Take photographs of all code stampings and downloaded photographs to the proper location in the VEO job file
- Inspect and document sand blasting, and other paint preparations as required
- Inspect and document painting has been completed to approved procedures and meets specified criteria
- Inspect all items as required by the Pre Flight Checklist, list deficiencies there on, see that deficiencies are addressed before approving
- Unload trucks
- Print P.O. from J.D. Edwards system (always check incomplete P.O. file first).
- Verify material to VEO purchase order.
- Apply the following information to the inventory being received:
  - Subject to Count and Inspection
  - Purchase Order and Job Number(s)
  - Description
- Pull material kits and fill orders
- Conduct inventory/cycle counts

## **Other Job Duties:**

- Read and adhere to Victory Energy's handbook and company policies
- Achieve goals set and agreed to by the Quality Control Manager and Supervisor
- Work closely with Victory Energy's Production department.
- Complete training when required by the Quality Control Manager or Supervisor
- Travel outside of the Tulsa, OK area, when required.
- Fill out time, trip and expense reports on a weekly basis.
- Keep the Quality Control Manager and Supervisor informed of positive and negative activity.
- Promote and Practice company safety rules.
- Perform other duties as instructed by the Quality Control Manager or Supervisor

## Essential Job Qualifications:

- Minimum of 5 years of fabrication experience, or 5 years inspection experience.
- Capable of Reading Engineering Drawings
- Capable of understanding Weld Details
- Capable of understanding and acquiring AWS and ASNT inspection certification
- Capable of using a computer, Microsoft Office (Windows/Word, Outlook, Excel)
- Understand and describe concepts of Quality Control and Quality Assurance.
- Capable of using tools: (tape measure, calipers, paint thickness tool, etc.)
- Capable of climbing and entering vessels
- Capable of passing an eye test examination
- High School or GED education
- Forklift experience (certified)
- Ability to follow written and oral instructions
- Good verbal and written communication skills, and basic math skills
- Working knowledge of Excel, Word, and J. D. Edwards
- Ability to lift 30 lbs
- Working environment is subject to the elements
- Have a valid driver's license
- Pass a drug and alcohol test

I, \_\_\_\_\_,  
(print your name)

have read and understand, the above listed responsibilities and requirements, and I agree to perform them to the satisfaction of the Quality Control Manager and Supervisor.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

