



## Quality Engineer

**Department:** Quality

**FLSA Status:** Exempt

**Work Schedule:** Days

**Job Status:** Full Time

**Reports to:** Quality Manager

**Amount of Travel Required:** Some travel required

**Positions Supervised:** None

### POSITION SUMMARY

Under general direction, the ideal candidate will perform functions to review product and process failures, coordinate solutions with engineering and production personnel, and establish methods and systems to assure that product quality and specifications are maintained. The proven ability to direct and perform pre-production launch activities is a prerequisite for this position. Applicant must have a customer centric attitude, be self-directed, and require minimal supervision.

### ESSENTIAL FUNCTIONS

- Work directly with customers to review, contain, and resolve issues and non-conforming product.
- Participate in the continuous promotion and improvement of safety and quality.
- Perform pre-production activities using APQP, and AIAG processes.
- Act as a liaison on quality matters between the customer and internal parties.
- Provide, implement, and communicate timely and effective corrective actions.
- Monitor and document customer requirements and requests.
- Analyze data to detect out of control and incapable processes.
- Track and report internal and external PPMs and drive actions to achieve company targets
- Work with suppliers on pre-production as well as production activities.
- Perform supplier audits.
- Execute tasks and document procedures and work instructions as set forth by the quality management system.
- Maintain and update the top-level quality management system document to ISO 9001 standards

### POSITION QUALIFICATIONS

#### Education

A Bachelor's degree in a related field or the equivalent in experience and training.

#### Experience

A minimum of 3 years' experience in the quality field is required.

### SKILLS & ABILITIES

#### Other Requirements

- A proactive, team oriented mind set.
- Effective communication skills, both verbal and written.
- Experience conducting Gauge R&R and Capability studies.
- Solid working knowledge of GD&T.
- Knowledge of Quality tools and facilitation skills such as PFMEA, PFD, and Design reviews.
- Knowledge of APQP/PPAP processes.

- Experience with PFMEA and Control Plan preparation.
- Knowledge of process monitoring using SPC.
- Experience in use of statistical tools and techniques for quality management.
- Experience with root cause analysis and mistake proofing tools.
- A working knowledge of ISO 9000 series standards.
- General Understanding of Lean Manufacturing.
- ASQ CQE or ability to Certify.

**PHYSICAL DEMANDS**

**N (Not Applicable)** Activity is not applicable to this position.  
**O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  
**F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  
**C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

<b>Physical Demands</b>		<b>Lift/Carry</b>	
Stand	F	10 lbs or less	O
Walk	F	11 – 20 lbs	O
Sit	F	21 – 100 lbs	N
Manually Manipulate	O	Over 100 lbs	N
Reach Outward	O		
Reach Above Shoulder	O	<b>Push/Pull</b>	
Climb	N	12 lbs or less	N
Crawl	N	13 – 100 lbs	N
Squat or Kneel	N		
Bend	N		
Grasp	O		
Speak	C		

**Other Physical Requirements**

- Vision (Near, Distance)
- Ability to wear Personal Protective Equipment (PPE) - glasses, hearing protection

**WORK ENVIRONMENT**

Office and manufacturing. The noise level in the office work environment is usually minimal.

Frequent work performed in a manufacturing facility in a structure that is occasionally warmer than normal offices. Noise levels usually range from high to very high due to the use of equipment and the operation of machines.

The above statement reflects the general details necessary to describe the principle functions of the occupation describes and shall not be construed as a detailed description of all the work that may be inherent in the occupation.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

Employee Acknowledgment \_\_\_\_\_ Date: \_\_\_\_\_