

Job Description

Quality Engineer

Position Summary

The Quality Engineers principal responsibility is for Plant quality problem solving, conducting measurement and testing, maintaining instrument calibration and use of quality tools in manufacturing. The QE will also conduct the Material Review Board and participate in relevant training.

Primary Accountabilities (Essential Duties)

Main Activity	Specific Activities	Measure of Performance
Problem solving	Lead plant supplier and Fabricated component problem solving efforts. <ol style="list-style-type: none"> 1. Screen negative outcomes for severity and frequency as to whether problem solving effort is warranted and whether Process Improvement Team (PIT) is needed. 2. Conduct root cause analyses (Fish bone Diagram). 3. Obtain supportive data, including Cpk studies. 4. Convene PITs, and drive problems toward resolution using Six Sigma DMAIC approach. 5. Document findings and recommendations. Pursue recommendations to closure. 	NARs, PIT minutes, CPARs, data, problem solving results, reports documenting findings & recommendations, and reductions in in-process reject and scrap rates.
Quality integration in Fabrication	Implement in-process inspection by Fabrication workers, and verify effectiveness through sample inspection and process audits by QAs. <ol style="list-style-type: none"> 1. Identify new & maintain work cells in Fabrication wrt gap analysis, CTQs, & tools needed. 2. Create / update CTQ WIs, and train workers. Provide inspection & test tools & check fixtures as needed. 3. Audit and certify work cells. 4. Monitor, control, and continually improve. 	CTQs issued/updated, audit results, Nonconforming Action Reports (NAR), and reductions in in-process reject & scrap rates.
ISO 9001/14001	Help Q Department and Company fulfill ISO Integrated Management System (IMS) requirements. <ol style="list-style-type: none"> 1. CPARs: Lead CPAR effort along with Quality Director (QD), and help maintain database records. 2. NPRs: Ensure nonconforming product resolution and record maintenance. 3. CALIBRATION: Ensure identification, maintenance, and calibration of all pertinent measurement & test devices. Maintain calibration database. 4. INSPECTION & TESTING: Ensure all affected procedures are adequately defined, documented, up-to-date, and are being followed. Maintain samples as needed for future reference. 	3 rd -party audits with minimal findings and clean internal audits in assigned areas.
Measurement/testing	Design & build inspection & test fixtures.	NPRs, CPARs, NARs, QIs, and supplier reject rate reduction.
Supplier interaction	Ensure purchased raw materials and components meet specifications and functionality. <ol style="list-style-type: none"> 1. Supervise receiving inspection, and ensure QAs fully understand their role. 2. Work with suppliers in concert with Purchasing to resolve issues and improve quality. 	NPRs, CPARs, and supplier reject rate reduction.

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Administration	Execute administrative duties on effective & timely basis. 1. Support QD in annual budgeting process. 2. Hire QAs as directed, and cross-train. 3. Set QA expectations and demand results. 4. Conduct performance reviews, aimed at employee growth and satisfaction. 5. Discipline QAs as warranted to ensure fair treatment and elicitation of professional behavior with high performance. 6. Communicate with colleagues effectively to enhance teamwork and overall results. 7. Issue reports on timely basis.	Good departmental results. High morale amongst QAs. Good interaction with colleagues. Timely reporting and participation in administrative activities (E-time, monthly reports, performance reviews, etc.)
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Secondary Accountabilities

- Supervise the Quality Auditors and lead them in Receiving, First Article inspection, NPR, Fabrication inspection and Process Audits.
- Co-ordinate with Manufacture engineering with Lean efforts.
- Co-ordinate with Design engineering and purchasing for some supplier related ECN and PPAP.

Education / Experience (an equivalent combination of education and experience required to successfully complete the primary accountabilities is indicated below)

Degree: Engineering degree

Major: BS Mechanical, Industrial, or Quality preferred

Area: Quality

Years of Experience:

- 2-5 years industry, metalworking preferred.
- ISO 9001/14001 background.

Competencies / Technical Skills

- Analytical & problem solving.
- Mechanical aptitude and manufacturing equipment & tooling expertise.
- Mathematics & statistics, Cpk & other quality discipline tools.
- Working Knowledge of CMM and Matrix Optical Comparator.
- High computer literacy: MS office, Excel and Access.
- Software Knowledge: PCDMIS, Spec Software, Minitab, AutoCad™ or equivalent.

Licenses / Certifications

- ASQ certified Six Sigma Green Belt.