

Title: Quality Manager

Reports To: Director of Corporate Quality

Supervises: None

FLSA Status: Exempt, Salary

Pay Type: Bi-Weekly 50-65K

Job Summary: This position is accountable for, but not limited to the following:

- Maintain the ISO quality program to current standard.
- Perform Quarterly Business Reviews and Management Reviews as required.
- Manage reports related to quality and LEAN enterprise
- Manage calibration program as required by quality program.
- Prepare for and represent company during quality audits.
- Audit product quality to verify effectiveness.
- Review Non Conformance tracking forms for timeliness, completeness, and effectiveness.
- Approve document changes to ensure consistency with quality program.
- Review quality concerns and work with related departments to determine solutions.
- Determine status of non-conforming product (accept, rework, re-grade, or reject).
- Verify new raw materials (i.e. paints, linings, rings, gaskets) meet quality and customer requirements.
- Investigate customer complaints and issue follow-ups as required by the quality program.
- Visit customers to provide technical assistance and investigate product problems in the field.
- Audit and work with suppliers as required.
- Audit lining applications and lining performance.
- Investigates accidents as needed.
- Assist in training of production TMs as needed.
- Work as a member of the facility management team
- Maintain a safe environment (OSHA, EPA and 3rd Party Insurance Complaint) for all Team Members.
- Work with Corporate ERS to ensure compliance with EPA and OSHA regulations

Other Duties include but are not limited to the following:

- Lean facilitator

Qualifications to perform this job successfully an individual must be able to perform the above duties. The requirements below are representative of the conditions, knowledge, skill, and/or ability required to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Education, Skill, and Experience:

- 5 years manufacturing experience
- Complete ISO 9001 Lead Auditor course
- Knowledge of quality concepts
- Knowledge of SPC
- Knowledge of UN and CFR 49 regulations

Required License or Certification: NA

Physical Requirements:

- Speaking – Expressing ideas and instructions (constant)
- Listening – Interpreting comments and instructions received (constant).
- Stooping and Crouching – regularly required bending forward to check on repair of equipment (infrequent).
- Color Determination – required to distinguish colors used for determining lining and paint colors and other quality functions (frequent).
- Sitting – sitting for extended periods of time (infrequent)
- Standing – standing for extended periods of time (infrequent).
- Lifting, pulling, and pushing – lifting, pulling, and pushing items from one position to another (infrequent).

Mental Requirements:

- General Intelligence –the ability to learn/comprehend basic instructions and orientation to job.
- Verbal Intelligence –the ability to understand the meaning of words and to respond effectively.
- Numerical Intelligence –the ability to perform basic arithmetic accurately.
- Writing Intelligence –the ability to write words and numbers to express ideas and/or results.
- Motor Coordination Skills –the ability to coordinate eyes, hands, and fingers rapidly and accurately handle precise movements.
- Speaking – the ability to express ideas and instructions through speaking.
- Organizational Skills – the ability to organize thoughts, processes, tasks, or physical objects in a clearly defined, consistent, and logical pattern (constantly).
- Social Skills – the ability to work with a wide variety of people on differing tasks or issues while maintaining a courteous, helpful, and professional demeanor (constantly)
- Computer processing Skills – the ability to generate, modify, and organize ideas and/or results in Microsoft (MS) Word, Excel, AX, PowerPoint, Outlook (constantly)

Work Environment:

- Plant conditions – loud noise, heat, cold, liquid waste, solid waste, and atmospheric (fumes and vapors) conditions. Also, working around machinery.