



Job Description

Position Title: Quality Assurance Engineer		Date: March 28, 2006	Revision: October 2011
QSD 4.18 JOBID Feb. '97	Reports to: Quality Assurance Manager		
	President: Brian Pelke	Human Resource Manager: Jeff Otto	

General description

While under the direction of the Quality Assurance Manager, develop, maintain, and improve the quality system and the processes within it.

Functions

- Analyzes production results, quality data, and quality costs and initiates action or projects to improve performance
- Prepares inspection plans and instructions
- Prepares layouts and documentation for APQP and PPAP activities
- Monitors and maintains the statistical process control process
- Trains appropriate personnel in statistical process control
- Develops operator procedures and inspection plans
- Applies fundamental statistical methods for process control and improvement
- Assist in writing and maintaining the processes within the quality system
- Maintains clean work area
- In some instances travel will be required
- Performs other associated responsibilities as assigned

Qualifications

- Must be able to interpret and present data and information
- Should have experience with operating current CMM tools and software, preferable Zeiss Contura and Calypso software
- Must understand statistical techniques
- Must understand product traceability
- Must know basic inspection and testing concepts
- Must know how to read and interpret blueprints and GD&T information
- Should have experience with the Advanced Product Quality Process, including preparation of layouts and PPAP documentation
- Must understand the overall root cause process and 8D process
- Must know the difference between corrective and preventative action
- Must know the appropriate processes to use for nonconforming materials
- Should maintain a membership in ASQ and/or registration as a professional engineer
- Must possess basic computer skills
- Must have background in automotive industry and familiarity with automotive standards
- Metallurgical training or experience is a plus



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Education

- Must meet one of the following:
 - Certified ASQ Quality Technician
 - Certification through a quality technology program of a community college or vocational school
 - Bachelor's degree in a quality or engineering program
 - Must have a least five years experience in the Quality Profession

Mathematical skills

- Ability to add, subtract, multiply, and divide in all units of measurement
- Ability to compute rate, ratio, and percent
- Ability to interpret a rule/scale

Reasoning ability

- Ability to apply common sense understanding to carry out detailed written or oral instructions
- Ability to deal with problems involving a few concrete variables in standardized situations

Physical demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, or crouch.

The employee must regularly lift and move up to 25 pounds, and occasionally lift and move up to 40 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.