

Job Title: Quality Lead
Reports To: Production Manager
FLSA Status: Non-Exempt

Summary:

This position is a quality role in a Metal Fabrication Job Shop. The primary goal for this position is to support manufacturing to ensure quality products are made to our customer's specifications, while focusing on safety, efficiency, and teamwork, all while displaying, and encouraging, a positive morale.

Duties

- First piece sign-offs
- Verify and perform in process inspections
- Assist team members in the understanding how to properly check parts
- Ensure quality is encouraged at all levels of production
- Document and communicate quality concerns to management team
- Assists in the implementation of lean manufacturing and six sigma methodologies
- Perform FAI, PPAP, and other inspections
- Performs related tasks, as required

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Uses intuition and experience to encourage quality through communication, training and procedures.

Design - Generates creative solutions and demonstrates attention to detail.

Technical Skills - Strives to continuously build knowledge and skills; Shares expertise with others; Meets quality standards; Strives to increase quality standard, and lowering scrap; Works quickly.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Promotes a harassment-free environment.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Follows through on commitments; Follows policies and procedures; Completes work and administrative tasks correctly and on time; Balances team and individual responsibilities.

Quality - Demonstrates accuracy and thoroughness; Monitors own work and looks for ways to improve and promote quality; Applies feedback to improve performance; Demonstrates accuracy and thoroughness.

Safety and Security – Participates in observation of safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Qualifications:

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

Education/Experience:

2 or more years of experience in quality setting preferred. Experience preferred includes some, or all, of the following: Ability to Read Prints, Calipers, Tape Measures, Protractor, Pin Guages, Height Gauges, CMM, Faro Arm, GD&T, etc.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Math Ability:

Ability to calculate and verify measurements. Must be able to interpret drawing requirements.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

Excel, Word, and E2 software experience a plus, but not required.

Supervisory Responsibilities:

1 person

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to work near moving mechanical parts.

The noise level in the work environment is usually very loud.

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 the essential functions.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include Close vision.

While performing the duties of this job, the employee is frequently required to stand and sit.

The employee is frequently required to walk, stand, reach with hands and arms and stoop, kneel, crouch, or crawl.