



## Job Description

|              |                         |                 |           |          |   |         |     |
|--------------|-------------------------|-----------------|-----------|----------|---|---------|-----|
| Title:       | <b>QUALITY ENGINEER</b> |                 |           |          |   |         |     |
| Document No. | <b>HRJD-07</b>          | Effective Date: | 5/23/2024 | Rev. No: | 2 | ECN No: | 841 |

### Position Summary

Develop, implement, and maintain Quality System requirements in assigned areas of manufacturing, supplier management, process validation, and new product introduction. With a heavy emphasis on nonconforming product, corrective and preventive action, test design, statistical analysis, risk assessment, root cause analysis, supplier auditing, calibration, and compliance.

### Duties/Responsibilities

- Coordinate the resolution of product quality concerns and facilitate responsiveness to customers.
- Manage internal and external quality issues and nonconformities.
- Apply root cause analysis, coordinate corrective and preventive action, follow-up, and reporting.
- Conduct internal audits of the Quality Management System.
- Assist in developing processes and work instructions to incorporate current requirements and methodologies.
- Review and elaborate data for company KPIs.
- Support continuous improvement activities and a quality culture dedicated to excellence.
- Ensure compliance with statutory, regulatory, and contractual requirements for products and processes.
- Ensure resolution of internal and external audit findings promptly.
- Support engineering, manufacturing, inspection, inventory, and product development to assure quality and compliance of new and existing products.
- Participate in the review of customer documentation to identify and ensure fulfillment of requirements.
- Initiate engineering deviation requests and product change notices.
- Employ statistical process control techniques to reduce scrap/rework and to drive continuous improvement.
- Perform Process Capability Analysis.
- Participate in the review of design, manufacturing, and test documentation to ensure that applicable system and contract quality requirements are met.
- Develop sampling plans, design forms for recording, evaluating, and reporting quality data.
- Coordinate appropriate analyses to determine the operations requiring corrective action.
- Drive activities related to customer visits, surveys, audits, and validations.
- Conduct failure investigations and problem analysis.
- Manage equipment calibration.
- Participate in the implementation of ISO 9001 documentation, work instructions, and internal quality system audits.
- Perform project-specific tasks as required (e.g., customer required first article inspection, qualification test failure analysis, etc.)
- Perform reliability and quality data analysis of product performance.
- Perform routine QC testing.
- Perform duties as deemed necessary by management.



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### Skills/Abilities

- Ability to manage time efficiently and effectively.
- Ability to work independently and as a team player.
- Ability to collaborate with cross-functional groups.
- Mathematical, statistical, and analytical abilities.
- Attention to detail and quality of work essential.
- Ability to interact on a professional level with customers, coworkers, and vendors.
- Ability to pass background check from ATF.
- Proficiency with MS Office suite including MS Access.
- Knowledge of ISO 9001 Standard.
- Knowledge of calibration processes.
- Knowledge of risk management principles and techniques.
- Ability to adapt to regulatory requirements and industry best practices.
- Ability to communicate issues and concerns to senior leadership to resolve problem areas.

### Preferred Skills/Abilities

- Knowledge of ISO13485, TS16949, AS9100 or equivalent standards.
- Knowledge and experience with injection molded parts, and with metal/plastic machined parts.
- Knowledge and auditing experience of Government and industry regulations such as DFARS, ASTM, IPC, etc.
- CQE Certification.
- Dimensional tolerances and metrology experience
- Knowledge of SolidWorks and CAD systems
- Knowledge of Lean and related tools (PDCA, A3, Standard Work, etc.)
- Knowledge of software development tools such as Minitab, MATLAB, and Visual Basic.
- Knowledge of D/PFMEAs.
- Availability to travel occasionally nationally and internationally.

### Education and Experience

- AS or BS in a technical discipline, such as Engineering, Chemistry, etc. or minimum of 5 years Quality experience in electro-energetic devices design and manufacturing.
- Experience in ISO 9001 Quality Management Systems.
- Experience in the use of measuring devices such as micrometers, calipers, digital comparators, multimeters, oscilloscopes, etc.



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**Physical Demands:** The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| Frequency      | Description  |
|----------------|--|
| Not Applicable | Activity is not applicable to this occupation.                                     |
| Occasional     | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs./day)        |
| Frequent       | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs./day) |
| Constant       | Occupation requires this activity more than 66% of the time (5.5+ hrs./day)        |

| Activity   | Frequency      |
|--|----------------|
| Stationary Position (Stand)                            | Occasional     |
| Move, Traverse (Walk)                                  | Occasional     |
| Read   | Constant       |
| Communicate, converse with, convey, (Talk)             | Constant       |
| Hear   | Constant       |
| Sit static w/ ability to flex head and neck            | Frequent       |
| Grasp w/ hands   | Occasional     |
| Handling / Fingering                                   | Occasional     |
| Write  | Frequent       |
| Twist w/ hand  | Occasional     |
| Feel w/ hand   | Occasional     |
| Fine Finger Movement                                   | Not Applicable |
| Keyboard/Mouse   | Constant       |
| Reach forward  | Occasional     |
| Reach overhead   | Occasional     |
| Repetitive Foot Movements                              | Not Applicable |
| Detect, Determine, recognize, inspect (Vision – close) | Occasional     |
| Vision - distance                                      | Occasional     |
| Vision - color   | Occasional     |
| Vision - peripheral                                    | Occasional     |
| Vision – depth perception                              | Occasional     |
| Travel   | Occasional     |
| Other  |                |



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| Lift / Carry           | Frequency      | Push / Pull            | Frequency      |
|------------------------|----------------|------------------------|----------------|
| <b>10 lbs. or less</b> | Occasional     | <b>12 lbs. or less</b> | Not Applicable |
| <b>11-20 lbs.</b>      | Occasional     | <b>13-25 lbs.</b>      | Not Applicable |
| <b>21-50 lbs.</b>      | Occasional     | <b>26-40 lbs.</b>      | Not Applicable |
| <b>51-100 lbs.</b>     | Not Applicable | <b>41-100 lbs.</b>     | Not Applicable |
| <b>Over 100 lbs.</b>   | Not Applicable |                        |                |

Work Environment:

The work environment characteristic(s) described below are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

|  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> <b>Light Manufacturing Environment</b> | <input checked="" type="checkbox"/> <b>Office Environment</b>       | <input type="checkbox"/> <b>Fumes</b>                                      |
| <input type="checkbox"/> <b>Airborne Particles</b>                         | <input type="checkbox"/> <b>Exposure to Toxic Chemicals</b>         | <input type="checkbox"/> <b>Moving Mechanical Parts</b>                    |
| <input checked="" type="checkbox"/> <b>Noise Level – low, medium, high</b> | <input type="checkbox"/> <b>Safety Equipment on a regular basis</b> | <input checked="" type="checkbox"/> <b>Exposure to energetic materials</b> |
| <input type="checkbox"/> <b>Physical Contact with chemicals</b>            | <input type="checkbox"/> <b>Operate hazardous equipment</b>         | <input type="checkbox"/> <b>Other – please list</b>                        |

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_