



Job Description – Quality Engineer

Purpose & Scope

The purpose of this position is to assume responsibility for the overall product quality inspection and mold validation activities, calibration control, MRB Activities, Root Cause Analysis, Quarantine, customer complaints and returns processes. In addition, involvement with the ISO 9001 Quality Management System / IQMS Quality module and internal audit process is required. This is a salaried exempt position.

Duties and Responsibilities

- Safety is everyone's responsibility
- Oversee and participate in all daily inspection activities on the production floor; provide technical support to operators and staff personnel
- Work with Operations Manager & Production Supervisors to produce quality products; practice problem solving process on production floor
- Generate, review, issue and control all documentation on the Production floor with a major priority set on maintaining the IQMS database
- Support assigned customer complaint evaluation and resolution; maintain the corrective and preventive action processes in IQMS
- Primary member/champion of the MRB team
- Support the internal quality management system audit process along with the ISO Management Representative
- Sign off on product Certifications; maintain records of the same
- Train staff on company policies and procedures including ISO requirements
- Meet department productivity and quality goals
- Evaluate department processes; recommend process and product changes and improvements
- Meet with operators regarding quality issues and training
- Support the Production Audit process; train the staff for the same
- Conduct physical property testing
- Conduct First Article and final inspection
- Work with raw material / component suppliers on quality issues
- Communicate with Customers, Suppliers, External Third Party Audit Bodies and Governmental Agencies in regards to quality and compliance issues
- Regular, on-time attendance at work is an essential function of every job at Dymotek
- Additional duties as assigned

Organizational Relationships

Reports to Quality Manager

Working Conditions

Normal manufacturing conditions requiring safety observation at all times

Education & Training

College Degree in Engineering preferred with 3 – 5 years Quality Engineering experience and/or 10 years of advanced experience as Quality Coordinator/Technician/Inspector

Technical Knowledge Skills & Experience

- ISO knowledge and training (ISO 9001:2008 and ISO 13485:2004)
- Advanced Metrology skills
- Blueprint and schematics reading
- Well versed in Quality tools such as Lean manufacturing, TPE, Mistake proofing, Kaizen and 5-S
- Experience with DOE, CP/CPK, Gauge R&R, FEMA, QS/TS, SPC, PPAP and Six Sigma
- Excel, Word, PowerPoint, Minitab
- Organizational skills / Planning skills / Observant-Detail oriented
- Excellent communication / interpersonal skills
- Product knowledge
- Process knowledge-Basics of injection molding

Managerial Skills & Experience

N/A

Special Requirements (Physical, etc.)

N/A

Quality Management System Requirements

- All employees are responsible for knowing the Quality Policy Statement, how their job supports the statement and quality objectives
- All employees are responsible for product identification
- Refer to ‘Document/Job Function Matrix’ (a cross reference of all ISO documents with job titles) for specific documents related to their job positions

This job description has been approved by all levels of management:

Manager or Supervisor _____

Human Resources _____

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

Employee Signature _____

Date _____

Employee Name (please print) _____