

**JOB DESCRIPTION**  
**Quality Engineer**



**Department:** Engineering  
**Group:** Quality Engineering  
**FLSA Status:** Exempt

**Job Status:** Full-Time  
**Reports to:** Assist. Mgr-Quality Engineering Group  
**Date:** November 30, 2008

**POSITION SUMMARY:**

Plans and conducts activities concerned with the quality assurance of industrial processes, materials, and products by performing the following duties.

**ESSENTIAL DUTIES and RESPONSIBILITIES:**

- Plans and conducts the analysis, inspection, design, test and/or integration to assure the quality of assigned product or component.
- Performs quality engineering reviews of design documentation for compliance with stated requirements, including vendor quality manuals and company quality records.
- Applies statistical process control (SPC) methods for analyzing data to evaluate the current process and process changes.
- Documents data obtained during all quality assurance activities, consistent with company policies and procedures.
- Develops new approaches to solve problems identified during quality assurance activities.
- Communicates significant issues or developments identified during quality assurance activities and provides recommended process improvements to management.
- Prepares reports to communicate involvement and results of quality assurance activities.
- Prepares and presents technical and program information to team members and management.
- Directs technical and administrative workers engaged in quality assurance activities.
- Maintains a working knowledge of government and industry quality assurance codes and Standards.
- Develop, apply and maintain quality requirements and standards for development and manufacturing products.
- Design and implement methods for process control, process improvement, testing and inspection.
- Promote and execute quality standards, inspection processes, test methodology, quality plans, documents and reports.
- Assist in process certification.
- Review customers change requests and ensure that the necessary criteria and provisions are included in quality and process plans.
- Develop, execute and analyze quality-reporting measures.
- Report to management on quality issues, trends and losses.
- Audit suppliers and establish supplier quality requirements.
- Participate in internal and external quality audits.
- Interface with supplier and customer quality representatives concerning problems with quality assurance and assure that effective corrective action is implemented.
- May compile, write and deliver training material on quality standards and activities.
- Other duties as required.

**POSITION QUALIFICATIONS:**

- A broad knowledge of theory and principles of statistics and statistical process control.
- Diverse knowledge of inspection control methods, techniques and documentation.
- Understanding of the manufacturing environment.
- The ability to interpret engineering drawings.
- In depth knowledge of quality systems, policies and procedures and the ability to apply that knowledge to the interpretation of customer requirements.
- Excellent communication skills (written and verbal).
- Strong computer skills including QA applications, word processing, spreadsheets and databases.
- Must be able to work any shift and overtime as needed.
- Ability to travel is essential.

- Must be receptive to training and performing functions in multiple areas.
- Participate in a teamwork atmosphere and contribute to various continuous improvement projects and processes.
- Ability to read procedures and process guidelines.
- Must be able to record and interpret data.
- Ability to calculate figures and amounts using whole numbers and decimals.
- Ability to compute and compile necessary data and to present data in various forms for recording, reporting, and presentations.
- Ability to recognize and define problems, collect data, and develop conclusions.
- Ability to read and follow work instructions, procedures and policies.
- Ability to operate computerized equipment is required. (Excel is a plus)
- Must have knowledge of ISO/QS-9000 standards.
- Must have knowledge and understanding of CP and CPK.
- Must have ambition (the drive to achieve personal advancement).
- Must display autonomy (ability to work independently with minimal supervision).
- Must be detail oriented (ability to pay attention to the minute details of a project or task).
- Must display honesty and integrity (ability to be truthful and be seen as credible in the workplace).
- Must be resilient (ability to recover from, or adjust to, misfortune or setbacks).
- Must demonstrate self-motivation (ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative).
- Must demonstrate technical aptitude (ability to comprehend complex technical topics and specialized information).
- Must be able to work under pressure (ability to complete assigned tasks under stressful situations).
- Other duties as required.

## **EDUCATION**

Bachelor's degree in mechanical engineering, electrical engineering, manufacturing engineering or equivalent.

## **EXPERIENCE**

Entry-level up to 3 years of experience in a high-volume manufacturing environment, preferably the automotive industry. Recent college graduates are strongly encouraged to apply.

## **COMPUTER SKILLS**

Ability to operate computerized equipment and various software is required.

## **CERTIFICATES AND LICENSES**

No certifications needed

## **OTHER REQUIREMENTS**

Solid work history and willingness to successfully function in a team environment. Must be able to effectively communicate with various levels of personnel.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities but may direct the work of technical associates.

## **WORK ENVIRONMENT**

This position is required to work in a manufacturing environment facility. While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals and risk of electric shock. The employee is occasionally exposed to fumes or airborne particles; extreme heat (non-weather) and vibrations. The noise level in the work environment is usually moderate.

## **Physical Demands – See Physical Demands Description**

OTICS USA, Inc. has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.