

M. A. FORD MANUFACTURING COMPANY, INC. Job Description

Job Title: Quality Engineering Technician (Vero Beach facility)

Department: Quality Control

Status: Non-Exempt

JOB PURPOSE AND REPORTING STRUCTURE: The Quality Engineering Technician, under the direction of the Plant Manager performs inspections, checks, tests, and sampling procedures of incoming materials, parts and components used in the manufacture of M.A. Ford products. This position also ensures products conform to engineering specifications for release of finished goods to inventory or other operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- A. Perform inspections of purchased parts or finished company products according to well defined criteria using standard physical, mechanical and/or vision systems.
- B. Recommend rework or reject finished products as required.
- C. Accurately document the results of the inspections and testing.
- D. Manage the document and records control program. Assist the Quality Manager in preparing the facility for ISO certification audits through communication and training.
- E. Participate in the construction and/or revision of ISO processes Company wide.
- F. Work with production management and Quality Manager to provide feedback to production and suppliers regarding accuracy of all manufactured products.
- G. Maintain the corrective/preventive action program. Open and assign corrective actions based on performance trends. Track status of open actions, receive and review responses, work with departments for timely completion, conduct follow-up audits to verify effectiveness of previous efforts.
- H. Audit existing and new ISO procedures for compliance based on ISO requirements and audit history. Conduct ISO process audits for all departments.
- I. Follow-up on customer inquiries and complaints, including root cause analysis and corrective action if necessary.
- J. Monitor critical equipment and instrumentation to ensure proper operation and calibration.
- K. Supervises quality control employees, and conduct trainings and development for team environment.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- A. Support all manufacturing cells with inspection when needed.
- B. Internal ISO auditor.

SUPERVISORY RESPONSIBILITIES:

- A. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- B. Responsibilities include supervising the Customer Service Department staff to include: interviewing, hiring, and training employees; planning, assigning, and directing work

related tasks, empowering, appraising performance; rewarding, coaching, advising and counseling.

- C. Maintain appropriate documents or records per staff member/report in accordance with corporate guidelines as established by the Human Resource Department.

INTERACTION:

- A. A “can-do” attitude coupled with a sense of urgency when dealing with product inspection.
- B. Exhibit a professional and personable approach when interacting with people.
- C. Work within a team framework
- D. Organize and prioritize activities daily with minimum supervision.
- E. Listen actively and respond in an appropriate manner.
- F. Reliability and integrity

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Meet the requirements listed throughout this document. 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 and/or EXPERIENCE:

- A. High School diploma with 2+ years’ experience in a Leadership Quality type manufacturing environment.
- B. Five years manufacturing experience, and two years supervisory experience.
- C. Able to read prints and drawings.
- D. Experience with bill of material parts list
- E. Knowledge and familiarity with inspection techniques including, but not limited to calipers, micrometers, pin gages, height gages.
- F. Demonstrated ability to comprehend written technical procedures.
- G. ISO 9000 auditor training and experience. Working knowledge of the ISO Quality Management System.

LANGUAGE SKILLS:

Ability to effectively communicate with customers and employees using printed materials.

- A. Ability to read, analyze and interpret many forms of business documents.
- B. Ability to interpret and communicate ISO 9000 or other required standards verbally and in writing.

MATHEMATICAL SKILLS:

Ability to perform basic shop math functions to include metric conversions, analysis, and percentages.

REASONING ABILITY:

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

OTHER SKILLS AND ABILITIES:

- A. Ability to frequently use a computer. Must be capable in MS Word, Excel, and Access. Experience with AutoCAD would be helpful.
- B. Strong administrative and organizational skills.
- C. Project management skills and ability to meet deadlines.

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.

- A. While performing the duties of this job, the employee is consistently required to talk and hear.
- B. Frequently required to walk, sit.
- C. Occasionally required to stand, walk, or use hands to finger, handle, or touch.
- D. Occasionally required to lift 50 pounds.
- E. Must have capable vision to use a tool scope to determine visual quality of small tooling.

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.

- A. The noise level in the work environment is usually moderate.
- B. Can work in production environment.
- C. Can work in an office environment.
- D. May be required to travel occasionally.

MANAGEMENT APPROVAL _____ DATE: _____

EMPLOYEE ACKNOWLEDGEMENT _____ DATE: _____

The above statements reflect the general details necessary to describe the principal functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.