

Vitex Extrusion

Job Description

Job Title: Quality Control Supervisor

Reports to: Quality & Process Control Manager

I. JOB PURPOSE

Responsible for the creation, maintenance and implementation of quality control systems and procedures to ensure product quality in relationship to customer specification. Supervises and coordinates activities of technicians engaged in inspecting incoming materials, in process products and finished fabricated products to ensure adherence to company quality standards and customer specifications. Identifies product nonconformities and validates first articles to ensure all outgoing material meets specifications. Partners with Manufacturing to provide direction and expertise to ensure product and process quality is maintained and improved.

II. KEY ACCOUNTABILITIES/JOB FUNCTIONS

- Provides leadership through example, effective communication, following all policies, and a positive attitude.
- Interfaces with Manufacturing to ensure product quality expectations and standard are being met, defined and nonconformities are resolved.
- Promote and maintain a clean, safe, and healthy working environment
- Motivates employees to establish good morale, increased efficiency, general pride in workmanship and increased quality
- Other projects and/or duties as assigned

III. JOB SCOPE

- Compliance maintenance and continuous improvement of the organizations QMS ISO 9001:2000 system.
 - Improve QMS through effective internal system audits
- Support and improve quality systems, procedures, and practices. Partner with Operations in all quality related issues including short term problem solving and long-term system improvements
- Coordinates activity within the Quality Control Lab with respect to:
 - Improvements and maintenance in facility Calibration and MSA systems
 - Coordination of timely quality inspections of orders with Packing and Shipping to prevent any delays or value add being applied to orders prior to quality defects being identified.
 - Design, development and implementation of improved test, inspection, analysis techniques.
 - Actively seeks opportunities to add value and improve Laboratory efficiency and effectiveness. Decrease non-value added operations while not compromising test integrity within Quality Control and Calibration
 - Determine what inspections are necessary and required to insure resources and time are not being wasted on unnecessary testing.
- Coordinate with Manufacturing; the training of all employees involved with any inspection process and validate effectiveness. Partner with Manufacturing and Engineering regarding

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initiatives towards continuous improvement, including quality component of best-cost initiatives, application of Statistical Techniques

- Actively participate in Internal and External Corrective and Preventive Action systems including: Seeking timely closure and verification of effectiveness for actions implemented. Support and perform all elements of 8-D techniques including reporting and documenting the corrective and preventive actions taken.
- Maintain a quality status of all NCR material generated and reviewed for analysis and decision making. Identifying reoccurring issues and placing pre-production measures in place preventing reoccurring issues.

IV. JOB QUALIFICATIONS

1. Educational Background (minimum level needed to perform) **and/or** Previous Work Experience (minimal level years and what kind)

- BS Degree in Engineering or related technical field.
- Experience in Quality or manufacturing discipline preferably in a Supervisory capacity
- 5 to 10 years work experience in related quality field –
- Knowledge of ISO-9001:2000 standard and quality management principles and practices
- Knowledge of AIAG, APQP procedures and techniques specific to the automotive industry including project management and reporting along with the 18 Elements of Production Part Approval Process.
- Supervisory education and/or equivalent work experience preferred
- Able to operate department specific equipment and instrumentation necessary to fulfill job responsibilities.
- Experience in Quality Auditing to ISO-9001:2000 standards- internal and/or external.
- ASQ-CQE (Certified Quality Engineer) and ASQ-CQA (Certified Quality Auditor) or ISO/QS Lead Assessor credentials preferred.

2. Special Skills and Abilities (computer, language, interpersonal skills, etc.)

- Familiar with Microsoft Office applications
- Computer and data collection hardware and software skills necessary to fulfill job responsibilities.
- Effective English language communication skills, written and verbal.
- Ability to interact effectively with different personalities
- Ability to read and interpret blueprints and to understand measuring tolerances
- Ability to read, interpret, and communicate and present technical information
- Effective training habits for various MTE

3. Cultural Requirement

- Ability to function as a team player and accept personal accountability for successful job performance
- Ability to initiate and offer suggestions aimed at improving service to our customers
- Ability to work cohesively with others at all levels of the organization and have the ability to motivate others within the organization.
- Ability to show and promote a versatile, quality sound value that will motivate other with the organization.

- **Americans with Disabilities Act & Safety Requirements are available in Human Resources.**

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

I. PHYSICAL DEMANDS

1. Please identify how much on-the-job time is spent in the following physical activities by checking the appropriate boxes below:

Activity	Amount of Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 or more
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or Hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Muscular Strain	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, feel or handle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Please identify how much weight this job requires the employee to lift and how often by checking the appropriate boxes below:

Weight Amount	Amount of Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 or more
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Please identify the vision requirements of the job by checking the appropriate boxes below:

<input checked="" type="checkbox"/>	<i>Close Vision</i> (clear vision at 20 inches or less)
<input checked="" type="checkbox"/>	<i>Distance Vision</i> (clear vision at 20 feet or more)
<input checked="" type="checkbox"/>	<i>Color Vision</i> (ability to identify and distinguish colors)
<input type="checkbox"/>	<i>Peripheral Vision</i> (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
<input checked="" type="checkbox"/>	<i>Depth Perception</i> (3-dimensional vision, ability to judge distances and spatial relationships)
<input checked="" type="checkbox"/>	<i>Ability to Adjust Focus</i> (ability to adjust the eye to bring an object into sharp focus)
<input type="checkbox"/>	<i>No Special Vision Requirements</i>

4. Notes on specific job/safety duties that require the physical demands selected above.
- Required to wear eye protection in manufacturing areas of facility

II. WORK ENVIRONMENT AND EXPOSURE

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1. Please identify the amount of time an employee is exposed to the following environmental conditions by checking the appropriate boxes below:

<i>Environmental Condition</i>	Amount of Time Spent			
	<i>None</i>	<i>Up to 1/3</i>	<i>1/3 to 2/3</i>	<i>2/3 or more</i>
Wet, humid conditions (non-weather)	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Work in high, precarious places	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electric shock	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>

2. Please identify how much noise is typical for the work environment of this job by checking the appropriate boxes below:

<input type="checkbox"/>	<i>Very Quiet</i> (Examples: forest trail, isolation booth for hearing test)
<input type="checkbox"/>	<i>Quiet</i> (Examples: library, private office)
<input type="checkbox"/>	<i>Moderate Noise</i> (Examples: business office with typewriters and/or computer printers, cubicle, light traffic)
X	<i>Loud Noise</i> (Examples: metal can manufacturing department, large earth-moving equipment)
<input type="checkbox"/>	<i>Very Loud Noise</i> (Examples: jack hammer work)

3. Notes on specific job/safety duties that require are affected by the environmental conditions selected above.

- Will be required to wear hearing protection, hardhats, eye protection and steel toe shoes in manufacturing areas of facility per OSHA regulations
- Will be required to wear chemical resistant shoes, full-length aprons, and gloves and face shield in caustic process area.