

**Uncontrolled
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**ALEX PRODUCTS, INC.
JOB DESCRIPTION**

JOB TITLE: Quality Engineer

DEPARTMENT:	Manufacturing	DIVISION:	All Areas
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JOB FUNCTION:

Assists in the implementation of the quality system designed to ensure the continuous production of parts consistent with all customer specifications by performing the following duties personally or through subordinates.

ESSENTIAL FUNCTIONS:

- Analyze data in regards to product quality in comparison to customer specifications. Determine process and product capabilities. Assist in formulating specific test procedures.
- Insure that all quality policies and procedures are adhered to in all manufacturing operations.
- Coordinate the inspection and testing activities of the various production departments to insure adherence to customer requirements.
- Direct the activities of the floor inspectors to insure compliance to quality policies and procedures.
- Act as liaison between various departments in regards to quality issues.
- Investigate customer complaints and assist in determining corrective and preventative actions.
- Participate in the ADCP function.
- Perform part layouts as required.
- Maintain quality department files.
- Conduct training as required.

SUPERVISORY RESPONSIBILITIES:

Directly supervise floor inspectors. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE:

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

CQE Certification from American Society for Quality Control preferred.

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MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fraction, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are a representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.