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3.3.7 Quality Engineer

Job Title: **Quality Engineer**
Department: Quality Assurance
Reports to: Quality Manager
Status: Non-Exempt (temporarily)
Pay Range: \$40K - \$80K
Works With: Production, Manufacturing, Engineering, Design Engineering, Purchasing, Scheduling, Sales, Facilities/Maintenance, Accounting, Suppliers and Customers.
Directs: Calibration Technician, Technical Writer, auditors

Description- Supports the Quality Assurance System at Optimax. This includes the design, implementation, maintenance and auditing of the Quality Assurance System. (System implementation is the responsibility of the Quality Manager.) Required to have working knowledge of Toyota Production System Tools and calibration, Must also have a working knowledge of most metrology instruments. Will be a team member for most metrology instrument initiatives including purchasing, maintenance, training and support. Will be an active participant in ISO compliance and all ancillary activities associated with it.

Duties –

- Implement process improvements to reduce cost and increase quality and schedule metrics.
- Actively work to eliminate and correct shop non-conformances.
- Interpret blue prints and procedures/inspection standards as needed
- Organize and approve First Article Inspections per AS9102
- Conduct Internal Audits as required (e.g. work instruction, Process Certification).
- Implement and lead LEAN operating system changes and improvements.
- Review and approve Manufacturing work instructions and Quality related records and documentation.
- Create Certificates of Analysis/Certificates of Compliance.
- Designs and maintains Quality Assurance System in compliance with ISO9001 requirements
- Optics packaging design and shipping documents
- Organize and run problem solving teams and initiatives
- Ensures that all personnel performing inspections are properly trained and have access to necessary equipment
- Train auditors and monitor performance with Quality Manager
- Submit justifications and requisitions for instruments and metrology equipment.
- Ensures the appropriate metrology exists for the efficient manufacture of optics
- Gage/Instrument Calibration including associated documentation such as manuals, service and maintenance records
- Maintenance Program for all metrology devices and instruments
- Providing direction, support, and professional guidance to members of the QA team, and other workforce members.
- Ensures that the inspection acceptance criteria are clearly defined and available to all personnel performing inspections
- Developing test methods and for providing training of such testing techniques to others
- Create test plans as required.

Requirements – Bachelors degree in engineering discipline, Masters degree preferred. Advanced metrology skills with testing knowledge of optical components such as cylinders, aspheres. Expertise with basic Microsoft PC applications. Ability to create, organize, and interpret data. A well developed set of interpersonal skills. Proven leadership qualities and capacity to take direction from others. Demonstrated communication skills. Sound analytical problem-solving ability. Toyota Product System (TPS) type knowledge.