

Quality Engineer Position Description

Department: Quality Assurance	FLSA Status: Exempt
Reports to: Quality Assurance Manager	Date: 11-15-17

Primary Function:

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

Essential Duties and Responsibilities:

- Assists Quality Assurance Manager in establishing, implementing and maintaining quality assurance program
- Conducts root cause analysis and implements corrective action process
- Assists quality assurance department in continuous improvement activities
- Interfaces with quality control, project managers and production personnel to assure jobs meet contract specifications
- Interfaces with customers and carries out inquiries in the project
- Participates in job meetings and helps resolve any issues that may arise
- Conducts audits of suppliers assuring compliance with regulations
- Provides guidance to company personnel on specifications, codes, and standards
- Writes and reviews technical procedures ensuring programmatic compliance
- Reviews documentation and determines compliance with regulations and job specifications
- Reviews and submits final document package for clients
- Implements and completes special projects assigned by the Quality Assurance Director

Promote and actively embrace the concept of a collaborative environment, with an emphasis on customer service, respect and candor. Safety is a cultural value and it must be promoted and enforced at all times.

Minimum Qualifications/Experience:

A four year degree or certificate from an accredited organization.

Must be willing to travel 5% of the time.

Preferred skills

- General knowledge of quality assurance
- NQA-1 code, standards, and regulations
- Sec III code, standards, and regulations
- Sec VIII code, standards and regulations
- AISC code, standards and regulations
- Lead Auditor with continuity
- Understanding of shop drawings
- Understanding of GD&T

Other Qualifications

The physical demands and work environment described here are representative of the conditions 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.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

Work Environment

While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.