

JOB DESCRIPTION Quality Manager

Effective Date: January 01, 2008

Employment Status: Regular Temporary Full-Time Part-Time

Department: Quality Manager

Supervisor's Name/Title: Edwin Donohoo / President

JOB SUMMARY:

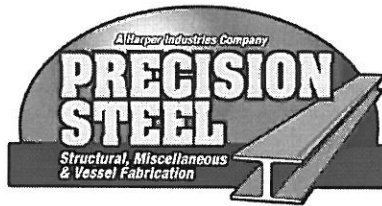
Primary Function: To develop and oversee quality programs that comply with ASME Code for pressure vessels and AISC requirements for structural fabrication of complex building structures.

JOB DESCRIPTION:

Responsible, under the direction of the President, for the systematic assurance and control of quality including having regard to ethical policies, and code requirements.

Essential Functions:

1. - Understand the quality requirements involved and develop quality manuals as necessary to implement the quality systems in the facility.
2. - Develop all supporting documentation required such as procedures, work instructions, quality records, job descriptions, etc., in order to train employees, fully execute the program, and demonstrate conformance to ASME or AISC requirements.
3. - Set up all integral systems such as procurement, inspections, document control, weld procedures, corrective action, and customer complaints as needed to comply with applicable codes or certifications.
4. - Represent the company while interacting with customers, engineers, and vendors.
6. - Train employees and supervisors as necessary for them to understand quality requirements and job procedures.
7. - Audit/inspect work pieces and practices as necessary to be assured the quality system is being followed and is adequately meeting ASME/AISC requirements. Devise sampling procedures as needed and design and develop forms and instructions for recording, evaluating, and reporting quality and reliability data.
8. - Attend training as needed to stay informed of changes in code requirements or methods and procedures in the industry.
9. - Develop and implement methods and procedures for disposition of discrepant material and devise methods to assess cost and responsibility.
10. - Responsible for ensuring materials of the right quality are specified and received for use. Assures that effective specifications are written and that sufficient receiving inspections are performed on materials ordered and received. Work includes review of chemical analyses and physical testing, and conducting evaluation studies. Reviews certificates of compliance or test reports to determine validity.
11. - Investigates complaints of non-conforming materials and arranges for short term and long term corrective action;
12. - Locates and approves independent testing facilities or services as needed;



13. - Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
14. - Oversees Quality Control Inspectors, and maintains QC Inspection records. Oversees the QA Department functions on a daily basis, and resolves quality issues due to shop and/or field errors.
15. - Serves as company representative and main contact for AISC audits as well as internal audits. Maintains CWI certifications, NDE training, testing and certifications.
16. - Prepares weld procedures, repair procedures, and special procedures and inspection travelers.

PROFESSIONAL QUALIFICATIONS

Training and/or Background Requirements

Knowledge and application of:, Quality assurance practices and procedures, Sampling plans and techniques, reliability requirements, certification of materials, office procedures and equipment, product testing standards, value analysis. Certified AWS CWI or ability to obtain an AWS CWI within 3 to 6 months of employment, welding experience, quality tools, specifications, fabrication techniques.

3 + years experience in the Steel Fabrication industry. Desire and flexibility to assume the roles of individual contributor and team player simultaneously as the organization evolves. Ability to multi-task and prioritize activities in a rapidly changing environment

Self-motivated, able to work well with minimal supervision, and able to complete assigned tasks with little direction. Should be a self-starter and be able to work independently.

Language Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills - Ability to apply concepts of basic algebra and geometry.
Working knowledge of statistical applications and metrology.

Reasoning Ability - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Decision-making and creative problem solving abilities in a cost-effective manner.

Computer Skills - To perform this job successfully, an individual should have knowledge of Microsoft Excel Word and Access; experience with AutoCAD highly desired.

Ability to read and interpret production documents such as orders, spec sheets, and part prints.

Tools & Equipment

Computer, calculator, specifications, codes, reference manuals, welding gages, flashlight, etc.

Materials

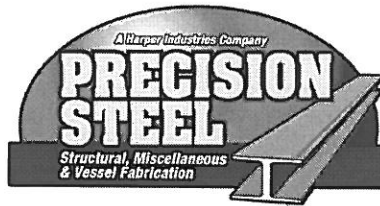
Steel products, paint, welding materials, etc...

Source of Supervision

Plant Manager, also works closely with Operations Manager and other department heads and supervisors.

Direction Exercised

Usually none but may occasionally supervise or assist in special operations such as measuring and testing product and tabulating data concerning materials, product, or process quality and reliability.



Analysis of Physical Demands of Position

Check physical demands that apply. Describe job responsibilities that require physical demands checked.

Standing	√	25% of time	Frequently required for an 8-14 hour shift
Walking	√	25% of time	Frequently required for an 8-14 hour shift
Sitting	√	50% of time	Frequently required for an 8-14 hour shift
Lifting	√	25 LBS	Occasionally lifts and/or moves 25 lbs
Carrying	√	25 LBS	Occasionally lifts and/or moves 25 lbs
Pushing	√	50 LBS	Occasionally moves up to 50 pounds
Pulling	√	50 LBS	Occasionally moves up to 50 pounds
Climbing	√		Must be able to handle heights and carry up to 25 lbs up stairs/ladder
Bending/Stooping	√		Frequently stoops to pick up material
Kneeling	√		Frequently kneels to pick up material
Crouching	√		Frequently crouches to pick up material
Crawling	√		Rarely enters confined spaces
Reaching	√		Occasionally reaching, sometimes above head, requiring repetitive motions during normal work
Handling	√		Regularly grips, grasps, twist, handle and operate objects, tools and controls using hands and wrists requiring repetitive motions during normal work
Speaking	√		Must be able to speak clearly and at an audible level
Hearing	√		Must be able to pass hearing test
Seeing	√		Must be able to pass sight test
Depth perception	√		Must be able to pass sight test

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required.