

POSITION DESCRIPTION for QUALITY ENGINEER

IDENTIFYING INFORMATION

Job Title: Quality Engineer

Regular Hours: M-F; First Shift

Department: Quality & Continuous Improvement

FSLA: Exempt

Reports To: Quality & Continuous Improvement
Manager

Effective Date: 9/2/2020

POSITION SUMMARY

PRIMARY FUNCTION

The primary role of the Quality Engineer is to serve as the primary driver within our ISO and Swagelok Quality Systems structure. Working with process owners, this position proactively measures business performance so that corrective and preventative actions address issues affecting the achievement of our quality objectives.

YOUR NUMBER

For each position, Swagelok Northern California utilizes one key metric to drive success and provide clarity in decision-making. The key metric (“Your Number”) for this position is: Zero [0] Number of Unaddressed internal requests

DUTIES AND RESPONSIBILITIES

- Analyze data to identify opportunities for improvement.
- Assist with First piece approvals
- Review and assess supplier processes and documentation
- Maintain successful relationships with Supply, Engineering, Operations, and Regulatory departments.
- Collate and evaluate supplier quality data to identify process improvement opportunities within the supply chain.
- Manage supplier Returned Material Authorization (RMA) process and Nonconformance Material request (NCRM) process
- Contribute to continuous improvement activities
- Perform Root Cause Analysis (RCA), resolve problems and manage Corrective Action Reporting
- Manage Calibration Program
- Support Quality technicians and engineers
- Ensure supplier compliance to customer requirements for document submittal
- Proactively prevent non-conforming products from reaching our Customers
- Write process descriptions, assembly, and manufacturing instructions as needed
- Train associates within own workgroup
- Undertake special projects or duties as required to support Quality objectives

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TYPICAL DAILY TASKS AND RESOURCES

1. Attend and actively participate in Quality daily stand-up meetings and MRB meetings
2. Provide daily status of Quality actions to Production Control and Operations
3. Review and resolve Quality related problems
4. Review internal and external engineering drawings, Bills of Materials and Production Routings to ensure accuracy and completeness
5. Provide technical support to Customers and Suppliers

EDUCATION AND EXPERIENCE

EDUCATION & CERTIFICATIONS

- Bachelor's degree (B.A/B.S.) from a four-year College or University in an Engineering or Quality discipline
- ASQ Certified Quality Engineer (CQE) preferred
- ASQ Certified Quality Improvement Associate (CQIA) preferred

WORK EXPERIENCE

Minimum of 5 years' experience in a manufacturing environment

SKILLS & COMPETENCIES

- Lean, Six Sigma, Quality Assurance, Quality Tools & Techniques (preferred)
- Document Control
- Strict adherence to procedures
- Statistical Analysis and Continuous Improvement
- Ability to read, understand and critique Mechanical Drawings

ESSENTIAL VALUES FOR SUCCESS AT SWAGELOK NORTHERN CALIFORNIA

- **Respect.** Create an environment where people are trusted, respected, and treated fairly.
- **Innovation.** Challenge conventional wisdom to create new value for the customer.
- **Customer Focus.** Create value for the customer in order to create value for Swagelok.
- **Integrity.** Choose to do the right thing with courage and character.
- **Quality.** Provide high value and high performance in our products, processes, and services.
- **Continuous Improvement.** Consistently do things better to enhance safety, savings, and productivity.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Continually required to sit or stand
- Occasionally required to move around an office, production or warehouse environment



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- Continually required to communicate with various stakeholders
- Continually required to read and view a computer screen
- While performing the duties of this job, the noise level in the work environment is typical of an office, production or warehouse setting.