



## Quality Process Engineer Job Description

### Overview

Develops manufacturing and quality plans utilizing engineering documentation. Determines process, gage and fixture requirements. Assists in operator training and maintains operator training records. Collects and analyzes quality data for the purpose of continuous improvement.

### Essential Duties & Responsibilities

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as needed.

- Thorough understanding and use of the Dumore's Quality Plan in all phases of the organization
- Develop and initiate manufacturing and quality plans for new products, as well as update and refine existing documentation including process design, routings, work instruction, and training information
- Determine gage and fixture requirements
- Train employees in the proper use of all gauging
- Collect and analyze efficiency, productivity, and quality data. Identify problem areas, and develop manufacturing processes or methods to ensure required quality
- Perform process capability studies, study results, and implement changes to improve quality, efficiency, and cost effectiveness
- Perform process audits, product testing, and first pass yield measurements
- Lead and participate on cross functional teams to address and resolve quality and manufacturing problems to ensure continuous improvement of processes and methods
- Track cost of poor productivity and implement improvements to improve cost effectiveness
- Communicate with customers on warranty related issues
- Participate on cross functional teams to facilitate new products
- Follow departmental procedures and directives in completing work assignments

### Qualification Requirements

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

#### Education and/or Experience

Bachelor's degree in engineering and two to three years of related experience; or a combination of education and experience.

#### Language Skills

Able to read, analyze and interpret general periodicals, professional journals, technical procedures, governmental regulations, and ASME Codes. Able to write reports, business correspondence, and procedure manuals. Able to effectively communicate with team members, vendors and customers.

#### Mathematical Skills

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

**Reasoning Ability**

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

**Protective Clothing/Equipment Required**

Safety equipment and apparel is required and expected to meet applicable regulations and policies.

**Physical Demands**

The physical demands listed are representative of those 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.

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

**Work Environment**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts.
- The noise level in the work environment is usually moderate.