



Job Description Form

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| Division/ Department |
| Location |
| Job Title |
| Reports to <i>Title</i> |

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|-------------|--|---|
| Level/Grade | Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor | Hours _____ / week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt |
|-------------|--|---|

POSITION: Quality Manager

BASIC FUNCTION

This position maintains the Newhart Products Quality Management System (QMS). Quality Manager coordinates all sub-contractors; flowing down all Newhart Products and Customer requirements.

WORK PERFORMED

1. Review customer quality requirements.
2. Coordinate all outside processes and verify that all material and process purchases are to proper specification and current revision level.
3. Maintain accurate written product and vendor/operation history records documenting part numbers, lot numbers, quantities, inspection results, inspection dates and the inspector's initials and/or stamp.
4. Write inspection procedures and inspection reports.
5. Audit Vendors and in-house quality systems.
6. Review material and processing certifications for compliance to contractual requirements.

MINIMUM REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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

Trade School or High School diploma; some college or technical training preferred. A minimum of five (5) years of related Quality Assurance and Mechanical Inspection experience or a combination of education and/or experience. A thorough knowledge of blue print reading and

geometric tolerance is required.

LANGUAGE SKILLS

This position requires the ability to read and interpret documents such as safety rules and procedure manuals and ability to write routine reports and make log entries. Quality Manager must be able to effectively communicate with management and shop floor personnel.

REASONING ABILITY

Quality Manager must be able to investigate product problems by reviewing travelers, history forms and certifications to determine the chain of events based on part numbers, lot numbers, quantities, dates and signatures, to avoid potential product non-conformances recalls. Must be able to make decisions concerning the acceptability of product based on specifications, standards and training.

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| REVIEWED BY | <i>Title</i> |
| APPROVED BY | <i>Title</i> |