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| **Title:** | | Defence Quality Engineering Technologist | | **Location:** | | Ingersoll, ON |
| **Education:** | | Post-Secondary Education/Quality Assurance Certification (CQE/QCA) or equivalent experience | | **Hours:** | | 40 |
| **Experience/Proficiency:** | | 3-5 years of related experience | | **NOC:** | | 2233 |
| **Reports to:** | | Quality Manager | | **Rev. Date:**  **mm/dd/yyyy** | | 10/05/2021 |
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| **General Description** | | | | | | |
| Provide support and direction to all departments in the area of quality assurance and process documentation | | | | | | |
| **Skill/Effort Requirements** | | | | | | |
| * Computer Literacy – Proficient in Outlook, Word, Excel * Able to direct resources * Able to handle multiple tasks with frequent interruptions * Effective organizational, communication and interpersonal skills * Knowledge of ISO-9001– experience in Defence Industry preferred but not mandatory * SPC Knowledge and interpretation * Knowledge in gauge selection / functionality * Experience with FAI requirements in Defence Industry * Ability to develop & maintain production PFMEA`s and SPC including Capability Studies * Ability to read blueprints and GD&T * Knowledge and usage of inspection equipment * Knowledge of general calibration procedures * Ability to interpret customer specifications * Experience in problem solving techniques (8D, 5WHY) * Able to work independently * Internal product, process and systems audits * Close attention to details * Able to meet deadlines * Working with others at all levels within the Company and outside customers/vendors | | | | | | |
| **Responsibilities** | | | | | | |
| * Provide job training and coaching * Develop, maintain process documentation in co-operation with manufacturing engineering * Initiate actions to prevent the occurrence of product, process or quality system non-conformance * Verify effectiveness of Corrective Actions implemented * Participate in the APQP process * Address any quality issues, including GD&T, gauge design, testing requirements and timing, capability study requirements and timing, applied statistical methods, and Advanced Quality Plans (such as prototype, pre-launch, and production control plans, etc.). * Responsible for determining customer requirements on assigned programs and obtaining acceptance and limit samples. Responsible for communicating customer requirements and standards within the organization. * Review customer, internal, and supplier rejections. Initiate, coordinate, and follow up on corrective and preventive actions and recommend course of action. * Represent the “Voice of the Customer” in part quality issues. Recommend acceptance or rejection. * Responsible for preparing FAI submissions on assigned programs. * Review ECN’s and approve the release. Contact the customer for approval when necessary. * Coordinate and participate in dimensional evaluation of parts using appropriate gauges and fixtures including SPC studies. * Coordinate and participate in Gauge Accuracy, Repeatability and Reproducibility Studies. * Perform process capability and process performance (Cpk) studies and data collection. Report results on the appropriate statistical charts. * Monitor process, product, and quality system performance in accordance with the applicable product standard and procedures. Report and initiate corrective action when required by internal procedure. * Participate as required in cross functional team activities. * Preform product, process, supplier and systems audits * Participate in MRB(Material Review Board) meetings * Other duties as assigned | | | | | | |
| **Working Conditions** | | | | | | |
| * Exposure to dirt and noise in a manufacturing environment | | | | | | |
| **Reviewed By: (Employee Signature)** |  | | **Date:** | |  | |
| **Approved By:**  **(Manager Signature)** |  | | **Date:** | |  | |