

**Turbotec Products, Inc.**  
**Job Description**

<b>Document #:</b>	JD055
<b>Job Title:</b>	Quality Engineer
<b>Department:</b>	Operations
<b>Reports to:</b>	Quality Manager
<b>Salary Level:</b>	Open
<b>Shift:</b>	1 <sup>st</sup>
<b>Prepared By:</b>	Christina Curti
<b>Prepared Date:</b>	06/08/2006
<b>Rev.:</b>	
<b>Revised Date:</b>	
<b>Approved By:</b>	
<b>Approved Date:</b>	

**SUMMARY**

Though the employee has a specific position, the employee must be willing to perform any reasonable duty in order to meet the overall company goals. Each employee is required to follow processes and procedures and to adhere to any and all safety policies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include

- Promote and ensure procedures are followed both in production and administrative areas.
- Promoting Quality Policy and Objectives
- Works directly with Quality Technician on root cause analysis
- Supplier contact to discuss quality issues.
- Assists in procedure revisions and documentation control.
- Initiates Corrective Actions and performs follow-up on actions taken.
- Assists Quality Manager with safety and environmental compliance activities.
- Assists Quality Manager in maintenance of ISO 9001:2000 program.
- Participates in continuous improvement projects.

**SUPERVISORY RESPONSIBILITIES**

Provides supervisory support to Quality Manager.

**QUALIFICATIONS**

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**

Bachelor of Science Degree in Engineering or Technology from four-year college or University; or one to two years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret fabrication prints, technical documentation, and procedures. Ability to write reports. Ability to effectively communicate quality issues to Quality Inspectors, Group Leaders, and Production Employees. Ability to effectively communicate procedure requirements for employee training. Ability to write reports, business correspondence, and procedure manuals.

**MATHEMATICAL SKILLS**

Strong math background. Ability to apply concepts such as fractions, percentages, ratios, and basic statistics to practical solutions.

**REASONING ABILITY**

Ability to solve practical problems where limited standardization exists. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

**CERTIFICATES, LICENSES, REGISTRATIONS**

No certifications, licenses, or registrations required for this position.

**PHYSICAL DEMANDS** The physical demands described here 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 use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here 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 is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually moderate.