



## CAST PRODUCTS, INC.

### Job Description

**Position Title:** Senior Quality Engineer

**Last Updated:** 9/19/2017

**Prepared By:** Human Resources

#### General Summary

Accountable for overall quality of product and that part quality meets customer specification.

#### Responsibilities

##### 1 **Quality Systems**

- Assist with maintenance of the quality system
- Assist with creation and distribution of performance metrics as directed by the Quality Manager
- Develop all aspects of PPAP documentation
- Develop inspection and work instructions
- Part inspection, including; layout, in process, final, and receiving using all types of mechanical inspection devices
- Preparation of inspection reports
- Coordinates and performs internal process/product audits
- Perform process capability studies
- Develops SPC charting per CPI/customer requirements and monitors data
- Incoming inspection process management
- Control of non-conforming material

##### 2 **Corrective Actions**

- Develops corrective actions for rejected material and customer returns
- Interacts with customers regarding customer complaints
- Develop preventative action

##### 3 **Training**

- Assist with quality system training as direct by the Quality Manager
- Conduct training on the use of various inspection equipment
- Root cause analysis training
- ISIR training
- Minitab training
- Quality alert training
- GD&T training
- Auto-CAD training

##### 4 **Liaison**

- Works with other employees to resolve supplier related issues
- Works with other employees to resolve process related quality issues
- Backup to Engineering Department for Phase Product Rollout (PPR)

##### 5 **CMM**

- CMM programming and running of parts requiring inspection
- CMM fixture design

##### 6 **Other**

- Fixture Design
- Attend selected meetings
- Follow 5S principles as outlined during 5S training
- Wear all necessary PPE
- All employee owned measuring equipment must be inventoried and calibrated by the QC Department per calibration schedule
- Follow CPI rules and regulations regarding safety, discipline, cooperation and teamwork

#### Job Specifications

EPM106- Revision 0 7-7-10 H. Smith

Job Description ID:

35014

Job Description Revision:

0

Minimum of Bachelors Degree in Quality Engineering or equivalent  
Minimum 8 years of quality control experience  
Effectively communicate with all levels in an organization, suppliers and customers  
Proficient with the use of: Micrometers, Calipers, height stands, and indicators, etc.  
Extensive knowledge of Geometric Dimensioning and Tolerancing and CMM capability  
Proficient with the use of Mini-tab software or other SPC software equivalent  
Knowledgeable with Si Sigma practices and statistical mathematics  
Proficient with the use of: telephones, faxes, copy machines, and computers including email, word processing, and spreadsheets

### **Training Requirements**

Internal Training:

Safety procedures

- Calibration procedures
- CMM and PC Demis
- Computer database usage
- CPI reports and forms
- Customer return processing procedure
- ISIR procedure
- Manufacturing process and inspection procedures
- QC and Engineering filing system
- Sample boxes and QC Cage storage
- SPC and capability study database program

New Employee Orientation (EMP 101)

Quality Training per Operator Training Manual (MAN 205)

### **Reports To**

Quality Manager

### **Supervises Directly**

N/A

The above is intended to describe the general content of and requirements of the performance of this job and is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

#### **Governmental Reporting Information**

**EEO Category:** Professionals

**EEO GS Level:** 1

#### **Internal Use Only**

Office  Mgmt