



Title: Quality Assurance-Environmental, Health & Safety Manager

Status: Exempt

Reports To: SVP Sales & Operations

Regular

Department: Quality

Full Time

Summary of Position: Responsible for planning, organizing, and maintaining the quality assurance, quality control and EHS systems. This includes QC Inspection, Document Control, Internal Audit, Corrective and Preventative Action, and Environmental Health and Safety functions. Develop and maintain the documented procedures necessary to achieve ISO 14001 certification and OSHA compliance.

Essential Duties and Responsibilities:

- Supervise QC Inspectors and Technicians. Manage payroll, time off requests and daily activities.
- Develop, implement, maintain and improve QC Inspection systems.
- Develop inspection plans and monitor all inspection activities on a daily basis.
- Maintain the Document Control system through interactions with Engineering, production and other functions as necessary to ensure that Document Control system remains current.
- Perform and maintain all records for internal audits for Quality Management System, Production Process Audits and Product audits.
- Generate Non-Conformance reports and Opportunities for Improvements as necessary and ensure that the audit items are added to the Corrective and Preventative Action (CAPA) system.
- Oversee Corrective and Preventative Action System.
- Maintain records necessary to prepare monthly and quarterly reporting on Quality Management System objectives and quarterly Management Review meetings.
- Develop required QMS Documents to meet Customer Requirements and ISO-TS 16949 or similar documents as needed.
- Oversee Calibration Program; including plan development for Gage program including all gages involved and frequency of Measurement Systems Analysis studies. Ensure that all gages used for production control have full Measurement Systems Analysis studies performed as required.
- Oversee the production training program; perform new employee and recurrent Quality and EHS training as required and perform training audits.
- Maintain and improve Environmental Health and Safety systems:
 - Oversee the hazardous materials handling and waste removal processes.
 - Develop ISO 14001 Implementation plan. Implement plan and champion the certification process.
 - Oversee Ioxus Safety program.
 - Maintain OSHA compliance.
- Perform other related duties as assigned by supervisor.



Education/Experience:

- 5 years of experience in Quality Assurance, EHS or Manufacturing management.
- BA/BS in industrial, mechanical engineering or business administration, or a 4-year technical degree in a related discipline.
- Ability to work within cross-functional development teams.
- Strong written and oral communications skills.

Physical Demands:

	Amount of time spent			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle, or feel			X	
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk or hear			X	
Taste or smell	X			

Work Environment:

	Amount of time spent			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Risk of radiation	X			
Vibration	X			

These requirements are intended to provide a general guideline regarding the nature and level of work being performed, and the qualifications required to successfully perform the job. Final assessment of a candidate's qualification versus these requirements, and the ability to accept deviations from these ideal qualifications, is left to the discretion of the hiring manager, based on business needs at the time of hire.

By signing below, I acknowledge that I have read and understand the above job description.

Employee Approval: _____

Date: _____

Management Approval: _____

Date: _____

Human Resources: _____

Date: _____