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| **Revision Date:** | 09/01/2017 | | |
| **Job Title:** | **Director of Quality** | | |
| **Department:** | Quality | | |
| **Classification:** | Exempt (Salaried) | Non-Exempt (Hourly) | Non-Exempt (Hourly) |

**Summary of Position**

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| The Director of Quality with interface across departments to drive sustainable improvement in product quality and quality systems at MMI Engineered Solutions. This position assumes the leadership role for ensuring all PPAP submissions are done in a timely manner, PFMEA creation/implementation and creating/implementing manufacturing work cell Quality manuals. |

**Essential Functions**

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| * Ensure we stay compliant with IATF for Mexico and USA facilities.   + This includes preparing the organization and arranging IATF16949 audits. * Ensuring we stay compliant with ISO-14001 for Mexico and USA facilities.   + This includes preparing the organization and arranging ISO 14001 audits   + Participation with Safety Committee. * Create and assembly PPAP packages and gain customer approval on all PPAP submissions. * Drive overall plant integration and implementation of a progressive quality system to prevent defects and satisfy customer needs * Create and update PFEMA’s and control plans for new and existing products. * Oversee the creation and updating of quality books for the manufacturing floor. * Document and Records Control * Customer Interface – Service and Corrective Actions * Policies and Procedures Development * Coaching and Counseling for Corrective Action and Improvement * Quality Improvement Actions * Interface with customers regarding concerns and the resolution of the same * Develop or revise policies and procedures to improve efficiency and quality |

**Responsibility for Quality**

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| * Responsible for monitoring product quality to ensure all parts are produced following the documented processes and match first article. * Responsible for determining root cause of quality issues and assisting the resolution. |

**Level of Authority**

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| * Stop the manufacturing process they are executing, if the result does not produce a quality part, matching first article (This authority does not allow for modification of the process in any way). * Stop the manufacturing process if there are any safety concerns (and notify management immediately). * To stop shipment of products that doesn't meet quality, safety or design intent. * Authority to hire, reprimand or dismiss employees with approval and oversight of Human Resources. |

**Qualifications**

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| * Minimum five years' work related experience in an automotive environment utilizing lean manufacturing tools * Demonstrated experienced in APQP, PFEMA, Process flow diagrams, and control plans * Bachelor's degree in engineering, packaging or equivalent experience * Plastics injection molding and assembly background * Demonstrated experience with the setup and implement operator policies and procedures * Proven written and verbal communication skills. * Management experience a plus * Experience with Lean systems training a plus |

**Level of Procedures, precedents, or instructions established for this position:**

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| --- | --- |
|  | Written or established procedures exist for this position |
|  | General procedures or guidelines exist for this position and precedents are established |
|  | Procedures, precedents and instructions are limited for this position |
|  | Procedures, precedents and instructions do not exist for this position |

**Level of Direct Supervision provided to this position**

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|  | Direct daily supervision is given or is readily available. |
|  | General guidance is given and work is periodically checked. |
|  | Minimal direction is given and work is infrequently checked. |

**Level of Supervisor Responsibility Assigned to this position**

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|  | This position has no supervisory responsibility |
|  | Provides guidance, leadership or training to other personnel without supervising |
|  | Responsible for supervising non-exempt, clerical or office administrative personnel |
|  | Responsible for supervising exempt, professional or technical personnel |
|  | Responsible for supervising supervisory/managerial personnel |

**Approximate number of employees responsible for: 3**

**Working Conditions Applicable to this Position**

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|  | Working in an office environment with florescent lighting in a cubical with occasional limited time in the manufacturing environment. |
|  | Working in an office environment with florescent lighting in a cubical with approximately 25% of the time on the manufacturing environment. |
|  | Working in an office environment with florescent lighting in a cubical with approximately 50% of the time on the manufacturing environment. |
|  | Manufacturing environment, requiring standing in excess of 7.5 hours per day in an environment that may be hot, noisy and dirty. |

**Physical Effort Expected in this position (Check & Explain)**

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|  | Minimal |  |
|  | Occasional | Lifting and moving of parts, gauges and fixtures. The ability to lift up to 40lbs. |
|  | Moderate |  |
|  | Substantial |  |

**Sensory Attention Expected of this Position (Check & Explain)**

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| --- | --- | --- |
|  | Minimal |  |
|  | Occasional |  |
|  | Moderate | Candidate must be aware of surroundings when working in manufacturing for safety purposes. |
|  | Substantial |  |