



JOB DESCRIPTION

QUALITY MANAGER AND SAFETY DIRECTOR

GENERAL SUMMARY

The Quality Manager is responsible for the implementation and continuous compliance with the LDI Quality Management System and will assure that all product related activities and items are in compliance with company quality assurance standards and applicable customer requirements. The Quality Manager also manages Quality and Document Control staff. As Safety Director, the position directs and coordinates activities of the Company's safety operations.

PRIMARY JOB FUNCTIONS

- As a manager of staff, the Quality Manager and Safety Director assists the Affirmative Action Officer with the following:
 - Identification of problem areas and elimination of barriers to equal employment opportunities and affirmative action practices;
 - Periodic review of hiring and promotion patterns and training programs to attain affirmative action placement goals and objectives;
 - Review of employee qualifications to ensure minorities and women are given full opportunity for transfers and promotions;
 - Career counseling for employees as needed;
 - Adherence to the Company's policy of equal opportunity for all employees and communication to employees supervised to promote understanding, support, and adherence.

- Responsible for planning, implementation, and maintenance of a Quality Management System (QMS) in accordance with ISO Standard 9001: 2008.
- Controls and revises, as required, the Company Quality Manual and all procedures referenced in the Quality Manual.
- Manages Quality Supervisors, Technicians, and Inspectors to ensure appropriate staffing, training, and equipment.
- Works with supervisors to improve product quality and maintain compliance with the QMS. Focuses on improving quality inspection and defect detection while improving efficiency.
- As a principal member of the Material Review Board (MRB), manages internal non-conforming material, initiates corrective/preventative actions to improve yield issues, and coordinates action item closure with operations and engineering.
- Manages customer returned product, ensures timely disposition of returns, presentation of non-conforming issues to the MRB.
- Reviews Customer Quality Requirements during quote phase to ensure LDI capability to meet quality requirements.
- Maintains equipment calibration requirements through use of internal and external calibration services.
- Ensures that roles and responsibilities are defined and communicated within the organization.
- Enforces Company compliance with administrative policies, procedures, safety rules, governmental and OSHA regulations. Follows OSHA guidelines for mandatory industry training.
- Directs and coordinates through employees, activities of the Company to obtain optimum safety of equipment and facilities. May identify corrective and preventative actions to meet compliance requirements and reduce safety risks. Makes recommendations to management for evaluation and implementation.



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SECONDARY JOB FUNCTIONS

- Organizes and promotes company-wide quality improvement efforts.
- Develops and maintains Statistical Process Control methods for production.
- Ensures that the functional departments establish policy, procedures, and process documentation to support the QMS.
- Acts an advocate for the customer and assures awareness of customer requirements and customer expectations.

OTHER DUTIES

Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

Manages staff in the Quality and Document Control Departments to include performance reviews, work instructions, and corrective action.

SUPERVISION

Works under minimal supervision.

COMPLEXITY

Solves a variety of complex problems.

Applies technical knowledge and best practices to situations and makes recommendations.

DISCRETION AND DECISION MAKING

Makes decisions based on knowledge of technical and operating standards, and evaluates practices for compliance.

QUALIFICATIONS

ASQ Certification as Lead Assessor, Quality Engineer, or Quality Manager desired.

BS/BA degree or equivalent.

Professional certification required, e.g., CPR, First Aid, AED, CSP.

EXPERIENCE

Minimum 10 years in a manufacturing environment.

Extensive experience in inspection methods, techniques, and systems.

Minimum 10 years of training and management experience.

Working knowledge of OSHA standards and requirements.

SKILLS REQUIRED

- Leadership and a demonstrated ability to lead people and achieve results through others. Commands respect of the team and holds people accountable.
- Excellent communication skills and ability to interact at all levels of the organization.
- Technical skills in having a thorough knowledge of all quality control methods, techniques, and related equipment.
- Proficient at using MS Office: Outlook, Word, Excel, and Powerpoint.
- Problem solving and ability to solve difficult problems, asks questions, drills down to identify root cause.
- Must be able to manage multiple tasks and priorities and easily adapt to changing situations.
- Must have a process orientation to drive continuous improvement and efficiency of Quality Systems.
- Demonstrated strategic, conceptual, and analytical skills.
- Action-oriented, results-focused.
- Proficient at managing conflicting and changing priorities.
- Able to remain calm and focused under pressure.



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PHYSICAL DEMANDS

Ability to sit for periods of time up to 20-30% of time.

Job requires standing, walking, reaching with hands and arms, or lifting up to 50 pounds 10% of time.

Ability to work for extended periods in front of a computer screen.

Affirmative Action and Equal Opportunity Employer