



## Job Description

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**Job Title:** Quality Engineer

**FLSA TYPE:** Salaried

**Reports To:** Quality Manager

**Department:** Quality

**Summary:** Responsible for Quality Plans issued by external and internal customers and the follow up required to insure completion of those activities. Responsibilities include auditing and development of suppliers.

**Essential Duties and Responsibilities** include, but are not limited to the following:

- Maintain a Quality Prevention System using Proactive Tools, i.e. Process Flow Diagram, PFMEA, and Preventative Actions. The Infrastructure and Supplier Quality Engineer may lead a Cross Functional Team in these efforts (APQP).
- Address Supplier Concerns in a Timely Manner. Provide Efficient, thorough, and accurate communications regarding the status of the 8-D, utilizing 5 why's.
- Assure Activities are aligned with Paragon Quality Procedures and IATF16949 Compliant.
- Lead, teach and coach quality, suppliers and production departments in the requirements of the customer and Paragon.
- Perform process and product capability analysis.
- Participate on the Cross Functional Team to ensure total quality system integrity from product development, launch and daily shipment.
- Plans and conducts the analysis, inspection, design, test, and/or integration to assure the quality of assigned product or component in the supply base.
- Performs quality-engineering (SPC / CMM Output Interpretation / Gage Review / etc...)
- Support the supplier with all requests as qualified and appropriate
- Review and approve PPAP's from the supplier for all changes and launches.
- Must be familiar with OEM customer requirement and Paragon requirements for supplier management.

### **Competency and 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.

- Ability to get along with others
- Excellent interpersonal skills
- Ability to maintain confidentiality
- Speak clearly and thoroughly while working with coworkers
- Treat people with respect and maintain professionalism while solving conflict
- Excellent attendance is required to perform this job

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. *To assure safety requirements are met, individuals must be able to complete required drug/alcohol screening with clear results; and have the regular ability to remain awake and alert.*

### **Education/Experience:**

**Min. Requirements:**

- Five years related experience as a quality manager, engineer or technician in a job or machine shop environment.
- Demonstrated leadership.
- Ability to delegate responsibilities.
- Excellent oral and written skills.
- “Change agent” attitude and implementations skills.
- Ability to map processes, write procedures, and establish standards.
- Possess statistical problem-solving skills.
- Intimate knowledge of Advance Quality Planning, PFMEA’s and Control Plans.
- Must have the ability to teach and implement quality principles.
- Metrology background with GR&R experience.
- 8-D problem solving abilities using a team-oriented approach to determine root cause and corrective action.
- Working knowledge of GD&T and how it is applied.
- Working knowledge of OEM requirements where supplier management is involved.

**Occupational Demands:** This is a blended “office /production floor” based position that may require occasional offsite travel and regular work within the facility in the production environment. Requires capacity to sit for extended periods of time, with occasional bending, lifting and/or twisting to complete routine tasks as needed. Successful candidate will be able to accomplish the essential functions of the job meeting the occupational demands with/without reasonable accommodation.