

## JOB DESCRIPTION

**POSITION:** OEM QA ENGINEER

**DEPARTMENT:** QUALITY ASSURANCE

**DIVISION:** OEM QA

**SUPERVISOR:** OEM QA MANAGER

**CLASSIFICATION:** FULL TIME

**DATE:** JANUARY 2024

**General Purpose of Job:** Reporting to the OEM QA Manager the person in this role will support the QA department's objective to support the manufacturing team and design engineering in producing the highest quality product to exceed our customer's expectations.

### Essential Functions of Job:

- Maintain all necessary records and procedures in accordance with IATF standards and/or company policy
- Maintain material test reports (MTR), various certificates of conformance (COC) and customer required certification, documentation
- Oversee and maintain the inspection of material receipts and IQC functions
- Provide input and oversight to the Supplier Qualification Program
- Assist purchasing in the qualification of new suppliers and the resolution of supplier quality issue
- Assist with quality reviews of all major and/or critical suppliers
- Assist with audits of supplier manufacturing and quality systems as necessary

### Support Responsibilities of Job:

- Support production manufacturing with problem solving, process improvements and resolution to manufacturability issues
- Support supplier PPAP submissions including control plans and assists with control plan creation where necessary
- Lead cross functional teams in problem solving and issue analysis in an effort to address either Scrap, customer or production related issues
- Work in partnership with engineering to support all development projects and milestones related to Quality and improve the overall process to achieve zero defect quality and launch readiness.
- Identify gaps at all levels of production and execute improvement activities. Execute or facilitate all aspects of APQP and Part Approval, support revisions of process control documents such as pFMEAs, Control Plans, VOPs and other quality tools to ensure compliance
- Work with OEM Development, Marketing and Supply Chain to ensure that quality criteria are clearly identified on all newly established parts and communicated to design engineers and suppliers
- Support customer complaints (Internal-External) related to the product for tracking, monitoring and initiating Corrective Actions

### Educational and/or Experience Requirements of Job:

- up to six months of training or experience on this job or others of similar character
- Bachelor of Science in Industrial or Manufacturing Engineering or a degree in another approved field of academic study
- Oklahoma driver's license in good standing
- Adequate specialized training in the use of Microsoft Word, Excel, Sharepoint, Teams

### Preferred Qualifications:

- ISO90001, TS16949 or IATF16949
- Certified Quality Engineer or Certified Quality Auditor
- Proven ability to query and manipulate data using MS Excel, Access, SQL etc..
- Proven ability to write technical documents such as SOP, IOP, Control Plans, Specification Charts etc..

### Physical Demands of Essential Functions:

Persons in this position will occasionally be required to stand and walk, and frequently be required to sit. This person should frequently be able to talk, hear, and use hands to evaluate product. This person should be able to climb stairs daily.

Vision requirements include close vision, color vision, depth perception, and the ability to adjust focus for long periods of time.

**Personal Demands of Essential Functions:**

This person must have very good communication and delegation skills, and must be able to make independent decisions on a regular basis. This person must be very organized and thorough. This job requires close mental and visual attention.

**Environmental Conditions of Job:**

Job is such that the employee, if injured, would receive only minor cuts, bruises or burns. There is occasional exposure to noise, odor and other factors of minor disagreeableness. Will be required to wear steel toe boots at times.

**Salary Level: TBD**

**Signatures:** Jay Ralston:  
General Manager

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Tim Sizemore:  
Department Director of QA

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