



IB-TECH JOB BID

Quality Assurance Project Leader C2 (Salary Exempt) – 1st SHIFT

INTERNAL JOB POSTING #10-04-2021 (Please Include Job # on Job Submission Form)	
POSTING DATE	Friday, April 1, 2022
APPLICATION PROCESS	Resume & Job Submission Form to Julie Buzzard (HR)
APPLICATION DEADLINE	Friday, April 8, 2022

Education & Experience Requirements

- Associate's Degree in Mechanical Engineering and 3+ years of job-specific and related experience OR;
- 5+ years of job-specific and related experience AND;
- Must possess demonstrated analytical capability; ability to work independently; excellent written and oral communication; ability to handle confidential and sensitive issues; and proficient computer skills, specifically in Microsoft office applications, Access database experience a plus.

Primary Roles & Responsibilities

- Support QC and QA team investigations
- Clarify with design the functional requirements of complex feature measurements
- Solicit quotes for calibration and ensure calibration schedule is maintained.
- Support Quality Department with budget development
- Support Quality Department with weekly and monthly budget updates
- Create goals and targets for metrology associates
- Train team members for table measurements, gages, quality tools, inspection techniques, etc
- Train team members in print reading and GD&T interpretation
- Track Macro and Calibration monthly completion status weekly
- Support quality and production with print and GD&T clarification
- Support new model and change point supplier PPAP review and approval
- Support IBT PPAP development
- Manage measurement requests, CMM and table, and provide priorities to team members
- Conduct emergency calibrations and macros as necessary
- Complete DC tool R&R study
- Review and inspect macros
- Log calibration worksheets from QC techs into Gage-Pac weekly
- Support CMM, create programs and operate CMM as necessary
- Request quotes for external calibration and repair of equipment and measurement tools and devices
- 25% travel may be required to support QC & QA teams
- Training needs are based on IB Tech's training matrix for this position, relevant to ISO 9001 and ISO 14001 systems
- Other duties as assigned

Physical Demands

- Associate must be able to occasionally lift to 40lbs in single or multiple lifts. Associate must be able to occasionally push/pull up to 100lbs. Associate will frequently bend, twist, turn, squat kneel, overhead reach, climb stairs, and pinch grip small objects for up to 4 hours per day. Typical work environment includes sitting, typing, writing in an office setting 4 hours per day and standing in manufacturing areas 5 hours per day. Associate must have a valid driver's license. Idle time between job tasks is likely to exist. Break/Lunch periods are typical in a 9-hour day.

Grade/Classification: C2 - Professional
FLSA Status: Salary - Exempt
Department Assignment: Quality
Function: Metrology Lab
Reports to: Quality Section Manager
Supervises: 4-7

IB-TECH reserves the right to change and/or otherwise amend the job description herein from time to time based on business needs. Rev 9/10/20