



QUALITY/PROCESS ENGINEER

DEPARTMENT:	Manufacturing and Quality	REPORTS TO:	Engineering/Quality Manager
DIVISION:	Carlisle	FLSA STATUS:	Exempt
JOB CODE:	9275	EFFECTIVE DATE:	10/29/2024

JOB SUMMARY

Identify, initiate, and evaluate continuous process improvements related to safety and quality systems. Work collaboratively with plant operational teams and provide guidance and support for process improvement projects.

QUALIFICATIONS

Education/Experience

Associate of Applied Science (AAS) or Bachelor of Science degree in Engineering or Industrial Engineering preferred, plus three (3) years in an industrial/manufacturing environment, or equivalent combination of education and experience.

Prior experience with Lean or Six Sigma Green Belt/Black Belt, CNC multi-axis programming and machining, and SolidWorks CAD software, strongly preferred.

Knowledge/Skills/Abilities

Technical Skills. Proficient in using measurement devices (calipers, micrometers, various gauges) to accurately measure and verify product quality and determine trends or identify nonconformances. Ability to apply geometry and basic math skills, such as addition and subtraction of fractions or decimals to determine tolerances or to measure products. Excellent analytical skills. Ability to learn about and apply technical products to various industrial manufacturing processes.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization and across the globe. Genuine with high ethical standards and values, and personal integrity and honesty. Displays humility and adaptability. Ability to apply a large measure of common sense to a variety of situations.

Communication Skills. Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs.

Computer/Applications Skills. Proficient computer skills using a variety of software applications systems. Working knowledge of Microsoft Office Products including proficiency in Excel and chart creation. SolidWorks experience. Programming in Gibbs multi-axis machining experience preferable in GibbsCAM or Mastercam.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work independently, without significant direction and to use resources effectively to "figure it out." Strong critical thinking skills, judgment and keen attention to detail and accuracy. Exceptional prioritization, time management and organizational skills. Ability to write routine reports and correspondence. Data collection experience.

Professional Investment. Demonstrated commitment to own personal professional development and learning.



ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Working in a cross-functional team environment, apply lean principles to optimize manufacturing processes including programming, machining, packaging, and process flow.
2. Continuously ensure manufacturing inspection processes are being followed; escalate issues to plant leadership, as needed.
3. Actively and effectively collaborate in the development and creation of work instructions and fixtures.
4. Promptly create Certificate of Conformity for the production floor for customer requests, as needed.
5. Routinely conduct and maintain accurate calibrations of gauges and sign off for production personnel to ensure product quality specifications are met.
6. Administer and facilitate Return Material Authorizations for defects in accordance with Quality Department procedures.
7. Promptly upload suppliers' Certificate of Inspection data into spreadsheets required for maintaining historical supplier records.
8. Promote positive team member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance, and civility. Respond appropriately to inquiries, concerns, and complaints by being professional, courteous, and respectful at all times.
9. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
10. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response, and effective resolution skills. Work effectively within team environments both within your department and across the organization.
11. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
12. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
13. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
14. Perform other tasks as assigned.

PHYSICAL/SENSORY REQUIREMENTS

The following physical activities described here are representative of those required by a Team Member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.

Must be able to sit for long periods-of-time, bend, and reach, use stairs, lift up to 25 pounds occasionally and communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, office equipment and telephone.

WORKING ENVIRONMENT

While performing the essential responsibilities of this position, Team Member generally will work in an office environment. Occasional work in a manufacturing environment with frequent exposure to loud noise, moving mechanical parts, and fumes or airborne particles, and periodic exposure to outdoor environment through open doors. PPE (Personal Protective Equipment) such as approved footwear, respirators, safety glasses/goggles, may be required.



Team Member's Signature

Date

Manager's Signature

Date