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JOB DESCRIPTION - QUALITY CONTROL SUPERVISOR

DEPARTMENT: Quality Control

JOB TITLE: Quality Control Supervisor

REPORTS TO: Plant Manager

PURPOSE: The purpose of this job is to review, assist and provide technical support to management and production personnel in an ongoing manner to ensure all finished goods conform to specifications and meet customer requirements. Assure timely and accurate preparation of product for transportation.

JOB DUTIES:

- Inspect and test all raw materials to assure vendor compliance with specifications and established procedures. Advise disposition of off-specification product.
- Inspect, test and monitor current production in accordance with established procedures to assure compliance to required specifications. Monitoring processes include the following:
 - Monitor conditions at critical control points
 - Adjust process within modification parameters
 - STOP production when process out-of-control
 - Audit quality data records
 - Assure only authorized material in processing area and properly segregate deleterious substances
- Monitor process, including conducting inspections, spot checking personnel practices and monitoring control programs.
- Certify integrity of finished products, including the following:
 - Release finished goods when tests are completed
 - Supervise salvage and reconditioning operations
 - Monitor warehousing operations
 - Assist in investigation of quality complaints
 - Inspect finished product for quality of workmanship
- Provide technical support to daily operations and management to develop effective solutions when processing problems occur.

JOB DUTIES: (Continued)

- Supervises and assists in technical operations such as taking samples, examining/analyzing product, recording results, and taking appropriate action in accordance with established procedures.
- Maintain and evaluate documentation, report and update management on opportunities for improvement.
- Operates company vehicle as required.
- Assists in the hiring, training, and evaluating performance of department employees.
- Assists management with department budget, forecasting costs, and needed equipment.

JOB REQUIREMENTS:

1. General knowledge of processing, manufacturing and quality control procedures.
2. Ability to learn, understand and implement a wide variety of processing methods to assure compliance with established and processing procedures.
3. Technical ability to conduct established product inspections and testing methods.
4. College math, including some statistical knowledge and ability.
5. Ability to accurately and legibly record a variety of data, including testing data.
6. Knowledge, skill and ability to operate routine lab equipment.
7. Ability to identify, analyze and develop solutions to processing problems.
8. Ability to effectively communicate complex information, both orally and in writing.
9. Ability to remain calm and professional during peak periods of activities.
10. Ability to train and evaluate performance of department personnel ensuring accurate and timely completion of job duties according to established sanitary guidelines and company rules and regulations.
11. Ability to use computer equipment, and basic office equipment.
12. Ability to drive a vehicle and maintain a valid drivers license.
13. Ability to handle multiple tasks.
14. Ability to work daily and overtime as required.
15. Ability to assist in work related areas as required.
16. Ability to maintain a valid drivers license.

BASIC MENTAL REQUIREMENTS:

Employee must be able to comprehend, analyze and effectively communicate complex information; follow sequential inspection/testing lab procedures, record data and solve problems.

Mental requirements include the ability to perform college level math calculations. Ability to record data, use computers and handle multiple tasks.

Mental ability to effectively communicate, both orally and in writing. Ability to analyzing production problems, develop creative solutions and/or problem solve as required.

WORKING CONDITIONS AND EXPOSURES:

General production, technical grade plant environment, including processing equipment/machinery, testing equipment, and laboratory conditions.

Examples of some exposures are as follows:

- dust/powder
- wet floors (concrete)
- seasonal weather conditions
- electrical equipment
- confined space
- moving equipment/machinery
- cleaning chemicals
- heat

SAFETY TRAINING: OTHER TRAINING:

Right to Know
Lock Out-Tag Out
Hazardous Materials/Chemicals
Regular Safety Meetings
Emergency Procedures
Personal Protective Equipment
Confined Space Entry Program

On-The-Job Training
Employee Handbook
Other:
External professional
development courses, and
courses to update knowledge
and skills

JOB QUALIFICATIONS:

Education: B.S., Manufacturing Management, preferred or some college with 5 years experience in quality control

Experience: Entry level, 1 to 2 years manufacturing and some quality control experience (possibly worked in processing or manufacturing during summers)

Stable work history.

"Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job, but is intended to represent an accurate reflection of the current job."

JOB DESCRIPTION ACKNOWLEDGEMENT

Job Title: Quality Control Supervisor

YES ____ NO ____ I have been provided a copy of the job description, or the job functions have been explained to me.

YES ____ NO ____ I understand the requirements of this job.

Date

Applicant Signature