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JOB TITLE: **QUALITY CONTROL MANAGER**

DEPARTMENT/LOCATION: Quality Control

REPORTS TO: Quality System Manager


FLSA STATUS: Exempt

POSITION SUMMARY: The Quality Control Manager is responsible for planning, coordinating and execution of Quality Control department activities as well as ensuring qualified and trained Quality Control Inspectors carry out job responsibilities as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Quality Control

- Manage the Quality Control incoming, in-process, and final inspection activities;
- Manage DCMA QAR relationship (Inspection Activities)
 - Schedule and coordinate all DCMA QAR inspections to ensure timely shipment of products.
- Manage the Control of Nonconforming Product Process as per the requirements of TPG’s Control of Nonconforming Product Procedure; and initiate follow-up on any corrective action, as required;
- Manage the First Article Inspection process as per the requirements of TPG’s First Article Inspection Procedure;
- Support the quoting and proposal process by providing labor hours;
- Manage the UID labels control process;
- Ensure all Quality Control inspectors are trained on their responsibilities and the tasks being performed, and that the training is effective;
- Ensure all Manufacturing Aids and Inspections tools are properly verified, identified and controlled prior being used;
- Provide quality control support data for monthly QMS meetings and any other required data for Management Review Meetings
- Identify and manage headcount requirements;
- Ensure all quality inspection areas are maintain clean, organized and in compliance with the FOD prevention policies per TPG-SOP-FOD;
- Manage responsibilities related to the Counterfeit Parts Program;
- Ensure all quality inspection activities are completed in a timely manner;
- Ensure all Validation activities are completed prior shipping final product to the customers;
- Initiate Change Requests when errors or required updates are identified on engineering documentation;
- Ensure quality inspectors track their labor hours as per TPG-SOP-LABOR procedure;

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- Ensure compliance with TPG’s Customer Property Procedure; and
- Ensure configuration audits are performed in accordance with TPG’s Configuration Management Procedure.

Employee Relations

- Hire, train, develop, and evaluate employees in a fair and consistent manner in line with company’s equal opportunity employment policies; and
- Provide leadership for the Quality Control team through effective communication, coaching, training, and development.

Safety & Security:

- Responsible for ensuring all Quality Control employees adhere to company policies and practices related to safety; and
- Make certain to enforce company security policies, reporting security violations, and providing suggestions for improvement.

Other duties may be assigned to meet business needs.

QUALIFICATIONS/REQUIREMENTS:


- Detail oriented with ability to multi-task in a fast moving environment with shifting priorities and changing requirements;
- Fluent in the English language, in both oral and written form, required; bilingual in the Spanish language preferred;
- Strong communication and decision making skills;
- Leadership abilities and able to identify and resolve problems;
- Strong proficiency with Microsoft Office tools required;
- Proficient in the ability to read and interpret drawings and technical documentation; and
- Ability to work well under pressure and be able to assist in expediting shipments when necessary, working in conjunction with Production and Shipping schedules.

OTHER QUALIFICATIONS: Ability to safely and successfully perform essential job functions consistent with the ADA, FMLA, and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.

Ability to maintain reasonably regular, punctual attendance consistent with the ADA, FMLA, and other federal, state and local standards.

Compliance with all personnel policies

This position requires use of and access to information which is subject to the International Traffic in Arms Regulations (ITAR). Accordingly, all Quality Control Managers must be

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U.S. persons within the meaning of ITAR. ITAR defines a U.S. person as a U.S. Citizen, U.S. Permanent Resident (i.e. 'Green Card Holder'), Temporary Resident, Political Asylee, or Refugee.

EDUCATION/TRAINING/EXPERIENCE: Minimum 5 years of responsibility in quality management required; within a manufacturing environment preferred. High School Diploma, or equivalent training and experience required. Experience working in an ISO 9001 and/or AS9100 manufacturing environment preferred. Knowledge and experience with First Article Inspection process in accordance with AS9102 preferred. Knowledge and experience with the use of the following industry standards: ASTM, NAS, and Military Standards preferred.

Must have experience using various mechanical inspection tools, such as micrometers, height gauge, radius gauge, pin gauges, protractors, and calipers. Should have practical experience working with machined parts, assemblies, and/or sub-assemblies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to stand or sit, and move about the facility. Employee may occasionally lift or move up to 25 lbs.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work usually performed in an office setting. The noise level in the work environment is usually moderate. Occasional work performed in production setting.

Approved By: _____

Jhoselyn Betancourt, Quality System Manager