

Mayville Engineering Co., Inc. Job Description

Job Title: Quality Engineer
Department: Quality (14)
Reports To: Director of Quality
Date: June 2008

CRITICAL SKILLS/RECOMMENDED ASSESSMENT General Learning Ability - Wonderlic Personnel Test Arithmetic Ability - SRA Arithmetic Index and/or SRA Shop Arithmetic Teamwork Mechanical Comprehension-Bennett Mechanical Comprehension

SUMMARY

Oversees activities concerned with the development, application, and maintenance of quality requirements for customer product relative to processes, materials, and products by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Prepares documentation as required by customer (associated PPAP information).

Provides technical support.

Assigns standards and methods for inspection, testing, and evaluation.

Monitor customer quality concerns and PPM status.

Tracks open customer quality issues and drive efforts to determine root cause and corrective action.

Initiates continuous improvement activities.

Follows methods and procedures for disposition of discrepant material and devises methods to assess cost and follows responsibility.

Promotes problem-solving activities.

Assists workers engaged in measuring and testing product and tabulating data concerning materials, product or process quality and reliability.

Promotes employee understanding of customer quality requirements and basic workmanship standards.

Promotes employee understanding of MEC quality systems.

Provide customer support through visitation to their facility(ies).

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with

disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

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.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.

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.

All interested candidates can apply at www.mayvl.com

The jobs are listed on the career tab.