

JOB DESCRIPTION

Job Title:	Quality Supervisor		Dept:	Quality and Business Systems	
FLSA:	<i>Salary</i> Exempt	Issue Date:	07/02/2015	Revision Date:	06/09/2017

Note: Direct reporting structure is based on division organization charts.

Key Areas of Responsibility (Answerable for the following end results)

- Supervise, train, mentor, develop professionally, support and communicate to team members on Business Operating System, Quality methodologies, company and department objectives and business practices to ensure productivity and quality goals are achieved.
- Lead and support the nonconforming system / process for internal and external quality issues and ensure the system is implemented, maintained, followed and utilized consistently.
- Ensure plant floor documentation is accurate, organized, posted, maintained and followed consistently.
- Support problem solving activities - response, implementation and verification.
- Maintain nonconforming, Quality lab and sample part storage areas compliant with general housekeeping and Business Operating System procedures.
- Assist with engineering changes, trail runs, sample runs and establishing break points.
- Document all activities as required.
- Adhere to all company guidelines for Emergency Evacuation to ensure employee safety.
- Any additional responsibility deemed necessary by management.

Limits of Authority

- Advise Department Manager of those situations that may pose a significant risk to the program, product assurance, facilities and employee safety or customer satisfaction results.
- Initiate actions to prevent the occurrence of any nonconformance relating to product, process & systems.
- Identify and record any problems relating to the product, process or system
- Initiate, recommend or provide solutions through appropriate channels and verify implementation.
- Control further processing and delivery of nonconforming product until the deficiency is corrected.
- Approve Line Side Inspection instructions.

Basic Education, Experience and Skills Required

- 4 year degree, 1 year Supervisor experience, ASQ Certified QE or equivalent combination of education & experience
- At least 1 year in an automotive manufacturing environment.
- Excellent written, mathematical, interpersonal and analytical skills
- Basic working knowledge of metrology.
- Posse's color and/or appearance testing approval for product inspection

Dakota University Training (Minimum Requirements)

- Dakota Orientation
- Dakota Vision and Culture
- Departmental Training
 - Quality Mission Statement (QMIS)
 - Environmental Mission Statement (EMIS)
 - Evacuation Route (EMER)
 - Orientation (ORIE)
 - Vision and Culture
 - Significant Aspects Overview (ASPC)
 - Process 12.0 – Preventive, Corrective and Non-Conformance Management
 - Process 16.0 – Quality and Inspection Management
 - Process 07 – Change Management
 - E-Time (TIME)
 - Trans4M Overview (TR4M)
 - Open Issues Database (OPEN)
 - Change Control Database (CCF)
 - BOS Overview
 - Information Technology
 - Outlook
 - Trans4M Overview

APPROVAL



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- Purchase Requisitions
- Quality Mission Statement
- Expense Reporting
- Travel Management System

Health, Safety and Physical Demand Requirements

- Normal amount of sitting and standing, average mobility to move around an office and plant environment, able to conduct normal amount of work on a computer.

Risks Associated with Job Function

- None

Travel Requirements

- Up to 25% travel required
- Valid driver's license required

The above points have been explained sufficiently.

Employee's Name (Please Print)

Date

Employee's Signature

APPROVAL