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Phelps, NY 14532

## **- Job Description -**

Revision B

**JOB TITLE:** Quality Manager

**DEPARTMENT:** Quality Control

### **JOB DESCRIPTION:**

#### ***Purpose and Scope***

The Quality Manager is responsible for administering the company quality program in accordance with customer and company requirements.

#### ***Duties and Responsibilities***

- a. Establish procedures for maintaining high standards of quality, reliability, and safety
- b. Determine and enforce quality and safety requirements in accordance with company needs, based on current regulations and state-of-the-art product development
- c. Organize and promote company wide quality improvement efforts
- d. Evaluate and develop improved techniques for the control of quality, reliability and safety
- e. Responsibility to act as liaison with external parties on matters relating to the quality system

#### ***C. Organizational Relationships***

The Quality Manager reports directly to the President/CEO and has a support responsibility to all functional directors and managers.

### **JOB REQUIREMENTS:**

#### ***A. Education and Training***

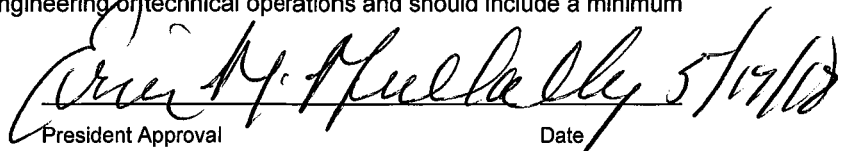
The Quality Manager should have a four-year technical degree, or equivalent experience in the field of quality assurance. Additional class work in management type courses and problem-solving techniques is desired.

#### ***B. Technical Requirements***

- a. Ten years of technical experience with at least five being in quality assurance
- b. Excellent interpersonal skills and leadership ability
- c. Ability to write technical reports and correspondence
- d. Interpret blue prints
- e. Knowledge of geometric tolerance, inspection procedures, acceptance test procedures and equipment maintenance
- f. Excellent verbal and written skills
- g. Excellent analytical and organizational skills

#### ***B. Managerial Experience***

Three to five years experience in managing technical personnel and complex activities is required. These experiences should be gained in areas of engineering or technical operations and should include a minimum of two years in quality management.

  
President Approval                      Date