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	POSITION DESCRIPTION BELOW	REV. 1	REV. DATE 3/10/2022

**FUNCTIONAL AREA:** Quality Department – ATCO Ferris - Texas

**EEO1:** 1

**FLSA:** Exempt - Salary

**REPORTS TO:** Sr. General Manager

***TRANSTAR INDUSTRIES:***

Transtar Industries, LLC is a manufacturer and distributor of various automotive components. We have the best-in-class torque converters, transmissions, tools, equipment, additives, and sealants. Transtar is a one-stop-shop for automotive shop supplies, parts, and accessories.

Transtar Industries is a dynamic global leader in transmission parts and driveline-related products. As a manufacturer and distributor of various automotive components, offering the broadest product range of quality OE and aftermarket parts, Transtar Industries also deals premium-remanufactured products: including automatic and standard transmission units, transmission rebuild kits and components, remanufactured torque converters, hard parts, valve bodies, differentials, and transfer case kits and components. With more than 100 locations throughout the United States, Puerto Rico, and Canada, Transtar Industries' distribution network reaches more than 80 countries.


**Atco Products**, a business unit of Transtar Industries located in Ferris, Texas, is an IATF16949 Certified tubing/hose assembly manufacturer of high-quality automotive and heavy-duty truck components and assemblies. Both original equipment suppliers and aftermarket customers have relied on Atco Products to meet their OE production components and in/out of warranty service and parts requirements for more than 50 years.

**POSITION SUMMARY:**

The Quality Manager, is in charge of supervising the production process to make sure that all products meet consistent standards. Their duties include developing and implementing quality control tests, inspecting products at various stages and writing reports documenting production issues.

**PRIMARY RESPONSIBILITIES:**

- Develops and initiates methods for inspection, testing, and evaluation Including the support of process statistical controls & associated corrective actions.
- Devises sampling procedures and designs.
- Develops forms and instructions for recording, evaluating, and reporting quality and reliability.
- Finds, tracks, reports, and reduces costs on nonconforming processes.
- Supports new product introduction (APQP) process pre/post launch.

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- Engages with Customers and builds quality relationships so to ensure problem resolution.
- Supports workers, engages in measuring and testing products and tabulates data concerning materials, product, and process quality and reliability.
- Coordinates cross functional corrective action activities (Internal and External).
- Supplier Development, and Receiving Inspection oversight and support.
- Lead/Facilitate LEAN/Six Sigma teams.
- Lead IATF 16949 auditing and training role to include core tools.
- Mentors the quality team toward personal continual improvement.
- Supports supplier on-site auditing and supplier development.
- Quality manager or their designate must obtain, maintain, and monitor all customer portals as needed.
- Monitor and report out on customer score cards and/or metrics as needed.
- Performs other duties as assigned.

**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/EXPERIENCE:**

- Bachelor’s degree, preferably in the engineering field of study.
- A minimum of 10 years of progressive leadership experience in an automotive manufacturing environment.
- Black belt certification preferred.
- IATF 16949 internal auditor & core tools certification required.

**KNOWLEDGE, SKILLS, & ABILITIES:**

- Comfortable with reading and speaking technical English.
- Ability to read, analyze, and interpret standard scientific and technical documents and engineering drawings, including GD&T.
- Ability to respond to common inquiries or complaints from customers, coworkers, and employees.
- Ability to write reports, procedures, and programs that will enhance the profitability and reliability of the company. Ability to effectively lead and present any quality information to top management, coworkers, customers, and/or boards of directors.
- Ability to comprehend and apply principles of geometry, algebra, and statistical theory.

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- 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, drawings, etc.). Ability to deal with a variety of abstract and concrete variables.

**SUPERVISORY RESPONSIBILITIES:**

Yes

**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. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to risk of electrical shock. The employee is occasionally exposed to extreme heat.
- The noise level in the work environment is usually loud.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**


- The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. 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 regularly required to stand and talk or hear. The employee frequently is required to walk. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to, but not limited to, 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

**TRAVEL REQUIREMENTS:**

Up to 25% of the time.

**WHAT YOU WILL BRING:**

- Strong self-starter
- Proficient personal computer and systems software skills to accomplish word processing, worksheets, and data input.
- A positive approach to work.
- A demonstrated ability to work well in a team environment, to take initiative, and to communicate effectively at all levels of the organization.

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- Solid analytical and problem-solving skills.
- A fondness for talking with people and building relationships.
- Ability to make recommendations to resolve effectively any problems by using judgment that is consistent with standards, practices, policies, procedures, regulations, or government law.
- Strong interpersonal skills with the ability to work effectively with a wide variety of professionals, both internal and external.
- Strong attention to detail and quality.
- Excellent organizational and time management skills.
- Excellent communication skills.

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

HR Rep. Name: \_\_\_\_\_

Date: \_\_\_\_\_