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	POSITION DESCRIPTION BELOW	REV. 0	REV. DATE 12/02/2021

FUNCTIONAL AREA: Quality Department – ATCO Ferris - Texas

EEO1: 1

FLSA: Exempt - Salary

REPORTS TO: Quality 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:

With the quality manager direction, the quality systems engineer plans and directs activities concerned with the development, application, and maintenance of quality standards for processes and products.

PRIMARY RESPONSIBILITIES:

- Take lead on IATF16949 auditing and training, including core tools and maintaining ATCO's certification.
- Conducts internal Quality System and Environmental audits; monitor progress and verification of audit generated corrective actions.
- Creates and maintains system standard procedures.
- Oversee PPAP submissions with the PPAP Coordinator.
- Continuously improve the APQP process through enhancement of processes and procedures.

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- Follows the Quality Management System requirements as outlined in the applicable procedures and work instructions; suggests ways for continual improvement.
- Participate in GEMBA walks, layered process audits, and takes a hands-on approach to understanding the processes within the value stream.
- Manages the lab equipment and calibration program.
- Participate in cross functional teams to develop of PFMEAs, control plans and work instructions.
- Monitor adherence to and effectiveness of Control Plans / PFMEAs and drives the resolution of non-conformances.
- Manages the documentation change management system.
- Applies lean concepts such as value stream maps, kaizen events and 5S.
- Lead the implementation of improvement actions and/or projects.
- Use risk-based thinking to identify opportunities for improvement using tools such as FMEA.
- Collaborate with cross functional team in CI projects to improve manufacturing processes and develop methods to eliminate quality problems.
- Participates in, and provides training as required to adjacent departments.
- 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 5 years’ experience in a Quality Engineering function.
- Green Belt or Black Belt Certified.
- IATF16949 internal auditor & core tools certified.
- PPAP and APQP experience.

KNOWLEDGE, SKILLS, & ABILITIES:

- Must work well with people and team environment.
- Lean Process Experience (5S, Kaizen, Six Sigma) desired
- Proficient in Microsoft Word, Excel, PowerPoint and MRP/ERP systems.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedures, and work instructions.
- Ability to write routine reports and correspondence.

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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 10% 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.
- 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.

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- 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: _____