



## **Job Title: Quality Assurance Engineer**

### **Position Overview**

The Quality Assurance (QA) Engineer position will perform multiple functions to ensure the company's quality of performance throughout the entire production process. The QA Engineer will work with all company departments to maintain a Quality Management System.

### **Primary Job Functions**

- Produce detailed CAD drawings of equipment parts and assemblies (AutoCad)
- Write and maintain documents for the Quality Management System including writing of standard operating procedures for company-wide activities (Microsoft Word)
- Review job packets to ensure complete and accurate repair of customer equipment
- Prepare work scopes for customer equipment repairs
- Write effective and accurate job routers for production jobs (Microsoft Excel)
- Create repair reports on serviced equipment for customer review (Microsoft Word)
- Assist with shop safety training programs and requirements
- Write and evaluate non-conformance reports on defective parts or actions (Microsoft Excel)
- Implement and maintain Preventative/Predictive Maintenance program for shop equipment and facilities
- Maintain records of shop tool and equipment calibrations
- Assist with company compliance and preparation for Flowserve and PEV annual quality audits
- Meet with outside vendors for special needed machining and fabrication processes
- Evaluate needs and requirements for purchases of new shop equipment

### **Requirements**

- 4 year degree in engineering or technical field preferred
- Strong writing and communication skills
- Strong drafting and CAD skills
- Ability to handle multiple tasks
- Ability to identify and resolve problems in constructive and timely manner
- Ability to deal with customers and co-workers in a pleasant and professional manner

### **Other Skills/Abilities**

- Computer skills with PC's and related software, such as MS Office products

**Note:** This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of JCI Industries, Inc.