



## **Engineering & Quality Manager**

**Reports to:** Director of Engineering / Quality & Technology

**Department:** Engineering /Quality Manager

**Division:** Midstate Machine – Maine

### **Accountability**

This position is responsible for planning, organizing, and controlling the day-to-day operation of all activities within the Engineering/ Quality Department. Establishes and effectively communicates department goals and objectives to Engineering / Quality Department staff which contribute to the overall strategic plan of Midstate Machine.

### **Organizational Relationship**

Reports to the Director of Engineering /Quality & Technology receiving advice, council and direction on issues related to Engineering / Quality Department functions as well as works closely with other members of the organization to aid in handling the operational needs of the business, particularly as they pertain to Engineering / Quality support of manufacturing processes and related issues.

### **Principal Accountabilities**

1. To ensure the development of department goals and objectives that supports the strategic plan of the organization. In addition, to ensure each member of the Engineering Department along with Quality Department staff understands their role in contributing to the overall success of Midstate Machine.
2. To ensure conformity in communicating the company's philosophy, policies, and procedures to all engineering and quality staff.
3. To develop technically sound manufacturing plans that ensure customer design/specification requirements are met and economic performance of each job/lot is optimized, with safety being a primary consideration.
4. To ensure economic optimization in the design, purchase, and utilization of tooling (durable/perishable) and fixturing.



5. To ensure systems are established and maintained that monitor and control perishable tooling inventory, always maintaining minimum inventory levels.
6. To ensure that Engineering and Quality stays abreast of the latest cutting tool technologies and identifies opportunities to apply those technologies to our manufacturing processes; further to ensure that any tooling of a previous vintage is used in production prior to being permanently replaced by new tooling technology, minimizing perishable tooling inventory expense.
7. To ensure the continued growth of Engineering Department and Quality Department staff through the initiation and on-going support of employee training and development programs.
8. Additional responsibilities include conducting interviews, participating in termination, decisions, new employee orientations, investigations, etc.
9. Is responsible for supervision of direct report(s) in accordance with company policies.
10. Setting expectations, coaching, counseling, providing feedback, career development including establishing employee goals and conducting ongoing performance and status evaluations, as well as, using appropriate disciplinary action procedures per company guidelines when necessary.
10. Responsible for ISO (International Organization for Standardization) and NADCAP (National Aerospace and Defense Contractors Accreditation Program) recertifications are achieved.
11. Manage internal stakeholders and external supply chain audits.
12. Ensure Configuration Management and Revisions are controlled and meet all ISO requirements.

## **Principal Challenges and Decision Authority**

1. Directs and coordinates all engineering / quality staff activities to obtain optimum efficiency and economy of operations. This will be completed by the development and implementation of programs and procedures designed to provide a high level of support



to manufacturing, minimizing manufacturing related issues, improving quality performance, and reducing operational expense.

2. Responsible for initiating modifications in manufacturing processes resulting from customer generated engineering changes and quality changes.
3. Directs and coordinates the daily activities of tooling staff, relative to inventory control, tool purchases, maintenance, and distribution of tooling (durable/perishable) to manufacturing.
4. Directs and advises members of the Operations Team on technical issues related to improving productivity, quality, and safety.
5. Participates in and recommends capital equipment expenditures required for new work or to reduce costs on existing work.
6. Plans to staff and training needs, along with performance evaluation methods to develop the technical skills and competence level required to meet department needs.
7. Develops and maintains an employee relations program, designed to improve employee morale, and ultimately enhance production efficiency.
8. Directs an effective staff evaluation system that provides objective feedback on a regular and timely basis.
9. Maintains a professional and personable relationship with all Midstate Machine staff, customers, and vendors, being responsive to their needs, as well as those of the company.
10. Performs other duties as directed by the Director of Engineering / Quality & Technology.
11. Obtains and maintains qualifications to required customer specifications to support the needs of the business.

#### 11.1 GE Aviation Specific Requirement



11.1.1 Attend a Supplier Orientation Class. A Supplier Quality Engineer training is an acceptable alternate with concurrence from a GEQR.

12. To ensure conformity in communicating the company's philosophy, policies and procedures to all Engineering and Quality Department Staff.