



JOB DESCRIPTION

Quality Engineer 3

Purpose of this position:

The Quality Engineer will have the responsibility of conducting various quality audits and developing supporting documentation in the Fort Wayne, IN area. The ability to meet deadlines, a commitment to teamwork, and detailed follow-through will be the key to success in this role.

Responsibilities include:

- Participate in individual and group audits at various NASA and NASA subcontractor locations.
- Review processes that show how activities are performed in operations, engineering, documentation, maintenance, industrial safety, training, and other disciplines for their technical content and adequacy.
- Conduct professional audits and assessments in accordance with ISO 9000 and AS9100 guidelines.
- Provide a comprehensive and detail analysis of quality management systems, manufacturing processes, product inspection techniques, procedures, engineering drawings, and testing processes.
- Provide clear, concise, and detail analytical reports on reviews made during process audits, quality system assessments, mishap investigations, independent engineering technical reviews, and product inspections.
- Senior external and internal customer and program management interfaces are required.
- Participate in management review meetings as required.
- Develops, modifies, applies, and maintains quality standards for receiving, in-process, and final inspection in accordance with contractual requirements.
- Conducts tests, inspections, audits and validations to ensure process compliance with NASA contract requirements and specifications for design, engineering, products, equipment, maintenance and services.
- Validates that certification/calibration for operators and special processes are current.
- Participates in root-cause analysis; obtains disposition and implements corrective action as needed.
- Conducts follow-up audits to review the effectiveness of implemented corrective actions.
- Collects and uses statistical data for the monitoring and evaluation of trends.
- Ability to read, understand, and interpret prints/drawings and other technical documents that describe the system and processes. Ability to use inspection tools, measuring and test equipment.
- Ability to read and understand contract quality requirements, and NASA and NASA subcontractor procedures and processes.

Knowledge and Skills:

- Proficient in understanding engineering drawings and the interpretation and proper application of technical standards and specifications.
- Full understanding of quality systems, particularly ISO 9000 and AS9100; understands quality processes.
- Outstanding communication skills (written and oral); including a strong working knowledge of Microsoft Office Suite is a necessity.

Education and Work Experience:

- **EDUCATION:**
This position requires a minimum of a 4 year degree from an accredited college or University, - and -
- **EXPERIENCE:**
10 years experience.

Physical Requirements:

Kneel, crouch, and manipulate (lift, carry, move) light weights of 10-20 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate office equipment and read information on spreadsheets and reports. The associate frequently is required to sit, reach with hands and arms, talk and hear.

Certificates and Licenses:

- Must be a US citizen.
- Eligible to obtain government security clearance.

Travel:

Some travel may be required.

Hours:

Part-time, as needed, adhering to a normal work schedule will be 8:00 A.M. to 5:00 P.M., Monday through Friday. May be required to work additional hours and/or weekends, as needed, to meet deadlines or to fulfill travel obligations.

Salary Range:

Commensurate with experience.

Thank you for visiting our website. All qualified applicants are encouraged to apply. Resumes should be forwarded to pmossbruger@alpha-port.com or faxed to (216) 619-2443.