



Job Description

Job Title: Metallurgical Lab Supervisor	Last Updated: 11/3/2011
Department: Quality	Direct Reports To: Quality Manager Cross Functional Reports to: --
FLSA Status: Exempt	Grade/Hay Level:

Job Summary:

Responsible for the management of the Metallurgical Laboratory; which performs metallurgical and cleanliness evaluations on internal and purchased components. The responsibilities include personnel management, equipment maintenance, materials and equipments purchasing and the maintenance/creation of work procedures that comply with ISO TS 16949 and other internal and external standards and requirements.

Essential Duties/ Responsibilities:

- Manages all aspects of the laboratory to assure that all required analysis and investigations will be performed precisely and in a timely manner. These aspects include, but are not limited to: development and improvement procedures and work instructions; oversee equipments maintenance and assure availability of materials and other resources; supervision, training and giving directions to union employees.
- Develops and execute inspection plans and conducts metallurgical and cleanliness tests on parts to verify conformance to specifications.
- The majority of the parts analyzed are: steel carburized and quenched pinions and gears and welded steel and cast iron components.
- Supports development and improvement of control plans for heat treatment equipment, to ensure process quality.
- Reviews supplier generated data as well as performs incoming metallurgical inspections of raw material and finished goods made of steel, cast iron aluminum.
- Develops quality system documentation, including work instructions, process control plans, and process FMEAs.
- Interfaces with product development and manufacturing staff concerning product design requirements to ensure efficient production methods.
- Confers with vendors to determine product specifications and arrange for purchase of equipment, materials, or parts and evaluates products according to specifications and quality standards.
- Performs problem solving activities, using appropriate methods (e.g. 8D and Six-Sigma), in order to resolve problems related to material characteristics and heat treatment processes.
- Supports continuous process improvement activities including minimizing cycle time, quality improvements, and technology developments.
- Performs investigations in cases of customer complaints or field failures and helps to root cause.
- Follows group directives and standards including gate release process and TS 16949.
- Manages engineering changes impacting the heat treatment department, including performing APQP and PPAP activities as warranted.
- Performs other related tasks as needed.

Job Qualifications:

- 4 year college degree in Metallurgy or Material Science or equivalent experience is required.
- English language competency required.
- Training courses may include time and project management, communication, computer courses focusing on Excel, Power Point, SAP, and business management.
- Experience with six-sigma methodology preferred. ISO 9001 and ISO 14001 awareness training.
- Familiarity with compliance to CQI-9 and AMS 2750D standards preferred.
- Must have strong organizational and leadership skills.

- Must have project management skills and be able to handle multiple projects.
- The candidate must have excellent communication skills with the ability to influencing others.
- Be capable of supervising and giving direction to union employees.

Physical Requirements of Position:

- This position is required to do extensive walking through factory environment production areas.
- Must be able to occasionally travel to company and customer locations out of state and internationally.
- Required to lift and carry up to 20 pounds, sit, bend, stoop, and use fine motor skills to handle physical parts.
- Must be able to communicate verbally and in writing with others.

Approved by: _____ Date: _____

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.