



GRAHAM ENGINEERING

## JOB DESCRIPTION

**Title:** Quality Manager

**Revision Date:** 04/09/2018

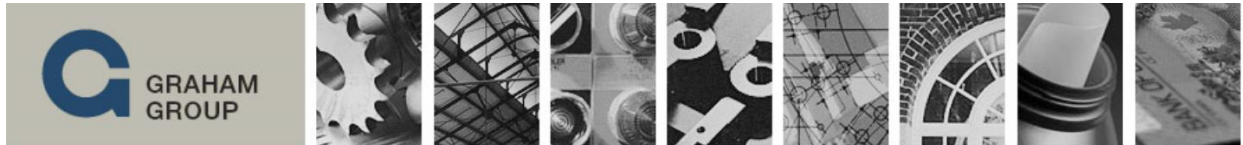
**Reports to:** VP of Operations

**Review Date:** 04/09/2018

**Location:** York, PA

**Status:** Exempt

### Background:



Over half a century ago, industrial entrepreneur Donald C. Graham founded a design engineering firm in a farmhouse basement in central Pennsylvania. From this emerged several leading, global manufacturing businesses spanning packaging, capital equipment and building products industries. As of year-end 2011, the legacy operating businesses that share the Graham heritage collectively operated in more than 90 locations worldwide and generated approximately \$3.5 billion in annual revenues. In more recent years, this alliance has grown to include several substantial, independent investment management businesses also holding the common Graham legacy. Based in York, PA, a tenured team of operating and investment professionals actively oversee several of the legacy operating businesses that bear the Graham name, as well as an investment management business managing assets exceeding \$1.25 billion. ([www.grahamgroup.com](http://www.grahamgroup.com))

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### A Company with Three Strong Brands:



#### **The global standard in wheel & industrial extrusion blow molding solutions™**

With more than 400 solutions installed in customer locations in 20 countries, Graham Engineering Corporation (GEC) is the global standard in wheel & industrial extrusion blow molding solutions. GEC technology is known worldwide for quality, reliability, and productivity. GEC offers package design, development & plastic processing expertise along with monolayer, multilayer & barrier extrusion blow molding equipment & technology upgrades. With the flagship Graham wheel, leading accumulator head technology & bottle machinery, GEC systems produce billions of plastic containers of all shapes & sizes, industrial & automotive parts each year.



([www.americankuhne.com](http://www.americankuhne.com))

#### **The preferred provider of engineered solutions for plastic, rubber & silicone extrusion™** *Custom is our standard™*

Specialized in solving customer challenges, American Kuhne (AK) is the preferred provider of engineered solutions for plastic, rubber & silicone extrusion. AK solutions comprise standard and custom single screw extruders, feed screws, extrusion systems & specialized turnkey systems for medical tubing, laboratory, narrow web, pipe, tubing & profile systems. Beginning with the customer's application & applying decades of processing expertise along with in-house screw design, each AK solution is designed to meet exacting specifications. It is then manufactured & tested by an experienced team of professionals & supported throughout its life with parts & service.

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(www.welex.com)

### The global standard in high performance sheet extrusion solutions™

Welex is the global standard in high performance sheet extrusion solutions. With over four decades of leadership, innovation and performance, Welex leads the industry with solutions installed in more than 3,000 customer locations in 69 countries. Welex innovations include co-extrusion and multi-layer methods that lead the industry as well as dozens of barrier lines installed globally. Each Welex solution is designed, manufactured, commissioned and supported throughout its life by an experienced team of professionals. Welex continues to evolve its solutions in an increasingly competitive global market creating a new standard by reducing capital and operating costs, resulting in accelerated return on investment with a trusted brand.

### Current Products:



- Extrusion Blow Molding
- Rotary Wheel
- Shuttle & Shot Pot
- Accumulator head

- General purpose extruders
- Medical tubing solutions
- Screw design

- Sheet extrusion solutions
- Multi-layer & barrier

### Position Summary:

Provide oversight of the Quality function for the Company including management of daily quality checks/initiatives and management of the QMS and resulting action items working closely with multiple departments across the organization, as directed.

### Essential Roles & Responsibilities:

- Develop, administer training, and maintain the Quality Management System (QMS) and all related documents and materials
  - Works closely with Project Managers, Sales Engineering, and other departments to support the QMS and its application to various groups.
  - Work with Operation managers on quality system development including work instructions, SOP's, GMP's and checklists
- Provides risk analysis throughout product life cycle.
- Manages product recall process and all related reporting and communication
- Records all non-conformances regarding supplied components, operational processes, project management, engineering issues and supplier issues
- Dispositions all non-conformities to ensure internal containment and to promote customer satisfaction through minimizing external non-conformities.
- Develop and maintain RCCA program, working with appropriate departments to determine root cause and implement effective corrective actions, including suppliers
  - Must be able to apply root cause problem solving techniques using 5-Why, 8-D's and like approaches



- Position serves as the Project Lead on all ISO audits and the overall ISO program
  - Develop and administer vendor quality audits and reporting
  - Trends and reports on non-conformity data to identify continuous improvement opportunities
  - Assist in process documentation for order entry through product life
  - Support tool/equipment calibration and machine tool certification documentation
  - Conducts internal audits and provides supporting documentation
  - Perform all other duties as assigned
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## **Job Qualifications include:**

### **Education**

- Bachelor's degree in Engineering, Quality Management, or related field.

### **Experience**

- Must have 5 to 7 years' experience managing a certified quality management system in a manufacturing or OEM environment.
  - Experience developing a QMS is desired
- Experience leading Quality Committee/Team
- Proven track record of driving continuous quality improvement in a manufacturing or OEM environment.
  - 3-5 years of ISO experience, preferably in a Lead role required
  - Experience with Lean, Six Sigma, 5S and or Kaizen is preferred
- Maintaining Quality Control Plans throughout the life of the product.
- Vendor and customer quality assurance experience.
- Previous internal audit experience.

### **Essential skills, behaviors:**

- Flawless organizational skills and the ability to multi-task
  - Ability to influence and change behaviors without direct authority
  - Flexible and able to adapt to changing priorities
  - Able to work, meet and follow deadlines and timelines
  - Excellent written and verbal communication skills, including comfort with presenting in front of groups.
  - Team oriented and customer driven
  - A track record of exposure to and maintaining extreme confidentiality
  - Commitment to Graham Engineering company values
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**Direct reports:** None

**Travel required:** Occasional to vendors or for continuing education events; 10% or less.

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## **Dominant Physical Requirements and Working Conditions:**

- This position requires the incumbent to be extremely mobile to attend various meetings, and work alongside employees on the assembly floor.



- The incumbent must be able to effectively communicate with employees at all levels within the organization, as well as customers and vendors
  - Regular and predictable attendance is an essential job function
  - Ability to lift/carry up to 25 lbs (intermittently)
  - Ability to use office equipment (phone, copiers, printers, laptop, keyboard, mouse, etc.) (consistently)
  - While performing the duties of this job the employee is required to stand, walk, sit, use hands to handle or feel objects, tools or controls (intermittently)
  - Must also be able to reach with hands and arms, climb stairs, keep balance, stoop, kneel, crouch or crawl. (intermittently)
  - Must be able to work in extreme temperatures depending on the season of the year (40 degrees up to 95 degrees) (intermittently)
  - Also must be able to communicate effectively to perform the functions of the positions, with or without accommodations (continuously)
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