

JOB DESCRIPTION FORM



Job Title: Quality Process Technician		Job Code: Q-QP-0001	
Job Family: Quality	Sub Family: Quality Process		Job: Technician
Reports to (Title): Quality Process Engineering Manager		EEO Category: Administrative	Location: Springfield, Missouri
Salary Non-Exempt	FLSA Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	# of Positions: 2-4 # of Direct Reports: 0	Organization Chart: (Required) <input checked="" type="checkbox"/> Attached
PRIMARY FUNCTION: Briefly describe in one or two sentences the purpose of this position.			
This position will assist planning quality goals and developing and implementing the short and long term objectives to achieve those goals.			
DIMENSIONS: Quantitative measures as related to the position (i.e. sales volume, volume of production, volume of purchases, production value).			
The Quality / Process Technician works to maintain CNH Reman's quality systems, assist in documenting production processes, assist in continuous improvement efforts, gathers and analyzing quality data, reports that data internally, and ensures that quality controls are in place to meet internal and external customer's needs.			
ESSENTIAL RESPONSIBILITIES: Describe the top three to five key job responsibilities and expected end results.			
<ul style="list-style-type: none"> Writes and reviews Work Instructions, Control Plans, FEMA's, and Process Flows. Conducts shop floor studies with Engineering input, Process Capability Studies, and Gauge Reproducibility (Gauge R&R) studies etc. Participates in continual improvement efforts. Participates in and supports APQP launch team initiatives. Analyzes production processes and makes recommendations to improve the quality of these processes. Assist in maintaining the CNH-Reman quality system. Assist in the communication of CNH-Reman's quality goals and results to customers and employees. Analyzes quality data, inputs that data into reports and assists in communicating reports to internal customers. Assist the Quality/Process Engineer in providing distinct Quality technical support and recommend solutions to current and prospective customers in a professional manner. Participate in validation builds and product analysis. 			
JOB SPECIFICATIONS			

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Impact: Provide one to three typical examples of decisions made or actions taken that have had or will have direct impact on the organization (i.e. revenue, plant productivity, unit business development goals)

Ensure quality in all products

Communication: List the types of individuals this position regularly communicates with, both internally and externally (i.e. customers, suppliers, regulatory agencies), and describe the nature of the communication (i.e. information exchange, influence and negotiate).

- Work with Production, Engineering, Materials, and other departments to ensure an expected quality level that our customers expect and deserve.
- Must communicate with the Safety department to ensure all safety and OSHA 1910 standards are followed
- Must communicate with the Quality department to ensure all ISO standards are followed
- Participate in and support the principles of Open Book Management and recognize the responsibilities of being a part owner of the company

Requirements (including minimum education & years of experience):

- Excellent interpersonal skills
- Excellent oral and written communication skills are required in order to effectively communicate with internal and external customers
- Time management and organizational skills
- Ability to identify root causes
- Effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Overall this individual must be self motivated with the ability to work and succeed with minimal supervision
- Minimum GED or High School diploma
- overtime
- Walking, standing, stooping, bending, lifting, reaching
- Must be able to read MSDS sheet
- requiring hours of service that would average at least 30 hours of service per week

PREFERRED SKILL/ KNOWLEDGE/ ABILITY/ EDUCATION/ EXPERIENCE:

- Background in the Agricultural / Construction manufacturing or mechanically oriented field .
- Excellent computer skills, especially in MS Excel, MS Word, and MS Outlook
- Six Sigma background a plus
- Four years Quality Engineering experience

Travel Requirements

Physical Requirement Template (Required):

☒ Attached

☐ Travel (domestic ___ /international ___)

☒ Ability to travel by airplane

Desired Behavioral Competencies (Not Required):

☐ Attached

☒ Ability to drive a motor vehicle

Expected % of Time: _____ 0 _____

PREPARED BY: Michael Stanley

TITLE: Quality Process Engineering Manager

LAST UPDATED: 09/09/2014

DATE REVIEWED: 09/09/2014

NOTE: This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, responsibilities or physical requirements of the incumbent. Incumbent may be asked to perform other duties as required. A more complete statement of physical requirements may be obtained from your Human Resources Representative upon request]



TITLE:	Quality Process Tech
Shift:	1 st shift
Department:	Quality
Labor Grade:	Non-Exempt
Posted:	January 13 th , 2015
Posting Closes:	March 30 th , 2015

The following instructions must be followed to be considered for this job opening

- 1) All candidates must email a Cover letter
 - a. stating how you found out about job opening
 - b. in Word or PDF format
 - c. include on the email **subject line** the job opening you are applying for
- 2) All candidates must submit a Resume
 - a. in Word or PDF format
 - b. include on the email **subject line** the job opening you are applying for

CNH Reman L.L.C.
Human Resources Department

E-mail: mstanley@whyreman.com
CC on email: jchilders@whyreman.com