



## **POSITION DESCRIPTION**

**POSITION TITLE:** Quality Supervisor

**REPORTS TO:** VP of Operations

**NUMBER OF PERSONS MANAGED/SUPERVISED:** 1

### **SUMMARY OF POSITION/SCOPE:**

The Quality Inspector (Coatings) is responsible for monitoring and reporting compliance with quality standards and procedures that regulate the preparation and application of coatings and surface treatments.

The Quality Supervisor schedules and coordinates all plant inspections (Puslinch and Burlington) and quality paperwork. This is a fast-paced, job shop environment with requirements and priorities changing daily.

Candidate is responsible for a high standard of product quality, inventory control and ISO and compliance with health and safety requirements.

### **PRINCIPAL DUTIES & RESPONSIBILITIES:**

1. Complete all customer inspections and quality documentation as required.
2. Ensure overall end to end compliance with project specification(s) and Client requirements.
3. Provide customer service with support on current job status and technical advice/clarifications.
4. Support internal or third-party audits of the Company's quality control system
5. Monitor performance of our painting / blasting personnel to ensure "Applicators" carry out their works to the contracted requirements
6. Coordinate special loading/organization for truck pickups, along with any special QC documentation.
7. Record and analyse customer contract details and make recommendations/changes as per customer requirements with a view to increase efficiency of production.
8. Use and maintain all required QMS practices and documentation as required at an ISO certified facility.
9. Responsible to track and correct all NCR's, Corrective action reports, ISO manual.
10. The Quality Inspector will also recommend methods to improve overall quality and assist in analyzing quality concerns.
11. Maintain health and safety practices, manage employee health and safety training programs and related record keeping, MSDS's etc. Participate in weekly "Shop Talks". Enforce company and legislated Health and Safety regulations.
12. Other similar and related duties as may be assigned from time to time.



# **ABERFOYLE**

## **METAL TREATERS LTD.**



### **ACCOUNTABLE FOR:**

- 1. Ensure that material is stored and handled in accordance with the manufacturer's requirements, data sheets are available, when required, material traceability is maintained and that the correct material is used.**
- 2. Ensures that product quality exceeds customer specifications.**
- 3. Providing a Safe Workplace that complies with Health and Safety requirements.**
- 4. ISO documentation and quality management**
- 5. DFT readings, Calibration**
- 6. Met with all external inspectors as required.**
- 7. Handle NCR's and corrective action paperwork, ISO manual**

### **EDUCATION/EXPERIENCE REQUIREMENTS:**

- 1. Experience in industrial Blasting & Painting/Heat Treating operations is imperative**
- 2. Proven functional use of computers is required – Microsoft Office, email, proprietary software etc.**
- 3. Knowledge of ISO operation and documentation**
- 4. Experience in use of blast and paint measuring equipment an asset.**
- 5. Ability to work in an industrial environment with indoor and outdoor work in a variety of climate conditions.**
- 6. Knowledge of metal and paint specifications**
- 7. Ability to lead by example and assist staff directly when required.**
- 8. Familiarity with rigging, use of heavy industrial equipment and cranes an asset.**
- 9. Training in Health & Safety, First Aid etc. an asset.**

**SALARY & BENEFITS:** Commensurate with skills and experience

**DATE THIS POSITION WAS REVIEWED:** July 5, 2023