

VISION EASE Job Description

Job Title: Quality Engineer Intern
Reports To: M. McNally
FLSA Status: Non-Exempt
Grade: 5
Department: Quality
Division: Operations
Location: Ramsey
Prepared By: M. McNally
Prepared Date: January 28, 2019

Summary:

The Quality Engineer Intern must provide solid technical and analytical skills in order to be successful in this position. This individual will assist in leading quality improvement initiatives to increase production yield and/or decrease manufacturing costs. The individual will develop and execute test plans, assist in writing reports and support various functional teams to achieve the best quality products possible.

Essential Functions:

- Assist in quality improvement initiatives throughout the facility by applying Six Sigma methodologies or by systematically:
 - Identifying and analyzing areas for improvement through process flow mapping, root cause analysis, capability analysis, FMEA, and SPC.
 - Assist in developing, planning and executing various experiments, including DOE's, as part of implementing improvements.
 - Developing and establishing control plans using statistical planning tools.
 - Implementing corrective and preventative actions through cross-functional leadership.
 - Providing sound statistical data analysis to ensure effective communication of test results
- Assist in the Facilitate Process Validation activities on new or relocated equipment that include installation, operation and performance qualification (IQ, OQ, PQ) phases.
- Document procedures and specifications where necessary for achieving top quality
- Develop, maintain, improve and implement standardized testing protocols for all critical to quality customer requirements through:
 - Conducting measurement systems assessments (gage repeatability and reproducibility studies).
 - Define protocols and frequencies of required assessments and calibrations.
 - Completing verification, implementation and training of new testing equipment and testing methods prior to use in production.
- Review and establish quality control audit plans for production.
- Assist with product, process, management system, and regulatory audits.
- Apply Cost of Quality methodology to persuasively support change initiatives.
- Support operational process improvements by serving as a voice of Quality
- Collaborate with the Global Quality team in sharing best practices and improving processes

Education/Experience:

- Pursuing a Bachelor's degree with an engineering or statistical background.
- Familiarity with Six Sigma methodologies preferred.
- Ability to read, analyze and interpret complex documents to drive improvement or change.
- Ability to create complex documents that communicate work instructions effectively.

- Effective in managing multiple priorities in a dynamic, ambiguous environment.
- Self-motivated and able to work independently.
- Ability to work cross-functionally throughout the organization

Computer Skills:

- Proficient with Microsoft Office
- Minitab experience and macro writing capability is desired
- Ability to learn new software programs as required for data collection through various measurement systems
- Programming experience is desired
- AutoCAD or SolidWorks experience may be beneficial

Work Environment:

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts; fumes or airborne particles, UV rays, and toxic or caustic chemicals. The noise level in the work environment is usually moderate. Domestic and international travel may be required occasionally.

Physical Demands:

While performing the duties of this job, the employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, ability to adjust focus, and ability to see and identify defects.

Hazardous Waste Management:

Vision-Ease Lens is a large quantity generator (LQG) of hazardous waste and provides relevant training for all employees who have hazardous waste management duties. Supervisors, leads or a designee conducts the training within six months of the start of an employee's hazardous waste duties. The company also conducts annual refresher training for these employees once per calendar year.

Training includes the following topics: managing hazardous waste containers (e.g., marking and labelling containers, and proper container handling); accumulating or storing hazardous waste (e.g. time limits, aisle space, closed containers); inspecting stored waste (e.g., documenting inspections and inspection frequency); and paperwork for shipping hazardous waste (e.g., hazardous waste manifests). Other topics may include: evaluating a waste, determining generator size, emergency planning, and transporting hazardous waste.