

UNITED INITIATORS, INC., POSITION DESCRIPTION

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Position: QC Lab Manager BU: United Initiators, Inc. BL: Initiators Site: Elyria Reports To: EHSSQ Manager	Date: October 2010 Incumbents Name: TBD Prepared By: Marjean Mitchell Reviewed By: John Wharton Approved By: Bill Clements
GENERAL PURPOSE: (A brief statement indicating the reason for the existence of this position) This position provides organization, planning and direction for all quality aspects at the facility and the lab. The position also has four direct reports, lab technicians. Incumbent adheres to the site's quality program designed to ensure quality control and quality assurance of the manufacturing of products consistent with established standards (e.g. ISO 9001)	
PRINCIPAL ACCOUNTABILITIES: (The major activities or end results necessary to fulfill the position requirements on an ongoing basis) Plans, coordinates, and directs quality systems (e.g. ISO 9001) to ensure products and services that meet established standards, develops and analyzes statistical data and specifications to determine present standards and establish quality expectancy of finished product. Cooperates with top management in formulating lab operating procedures, and goals. Regularly reports status of quality systems to upper management. Formulates quality objective and coordinates objectives with other Managers of the plant to maximize product and service quality and minimize cost and develops policy, procedure, and methods for inspection, testing and evaluation. Directs workers engaged in quality assurance and quality control activities to ensure continuous control over materials, testing facilities, and products, plans, promotes, and organizes training activities related to product service quality. Develops and maintains customer complaint handling system. Reviews contract terms and requirements. Investigates and adjusts customer complaints regarding quality. Supervises quality related activities, such as documentation of quality policy manual, procedures, training, testing methods, and customer specifications. Reviews quality performance reports and plans appropriate course of action. Applies statistical process control (SPC) methods for analyzing data to evaluate the current process and process changes. Reviews all data obtained during all quality control and quality assurance activities to ensure consistency with company policies and procedures.	
STRATEGIC FOCUS: (The focus desired and expected on the position over the next 1-3 years) Strengthen overall quality control, procedures, and methods. Develop methods to reduce lab staff from 4 to three people and significantly reduce over time. Implement tools and techniques that will minimize the work-load burden required to achieve testing requirements, i.e., use of software, strategic outsourcing, mechanical upgrades. Increase first pass rate, assist in reducing off spec material and quality related customer complaints. Minimize quality related cost.	

All sections MUST be completed

NATURE & SCOPE:

a. **Qualifications** – If you were transferred to a new position, list the specific education, skills, training, and relevant experience (in a similar or lower level position) that your replacement would need to qualify for this position.

To perform the job successfully, an individual should demonstrate the following competencies: analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, visionary leadership, change management, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, ethics, organizational support, strategic thinking, judgment, motivation, planning/organizing, professionalism, quality, quantity, safety and security, adaptability, attendance/punctuality, dependability, initiative, and innovation.

- BS in Chemistry, Chemical Engineering or Mechanical Engineering with 5-10 years related experience and/or training; or equivalent combination of education and experience
- Understand the politics of Quality, Safety and Environmental Management, both internal and external
- Broad understanding of a chemical manufacturing facility, including laboratory, wastewater treatment and to some extent chemical processes
- Ability to effectively present information and respond to questions from groups of managers, clients, customers.

b. **Contacts** – Identify the internal (departmental and company) or external (outside the company) contacts you are required to establish and maintain in order to perform the duties described. Describe the nature of these contacts.

Internal – Daily contact with Lab, Production, Maintenance, Management, HSE

External – Works with quality control consultants, vendors, trade associations, customers, emergency response personnel

c. What types of decisions are referred to other levels (how work flows to and from the position)? What sources of support and guidance are available to this position?

Spending decisions will come from Site Manager
 Technical resources will come from plant contacts
 Job assignments will come from Site Manager.

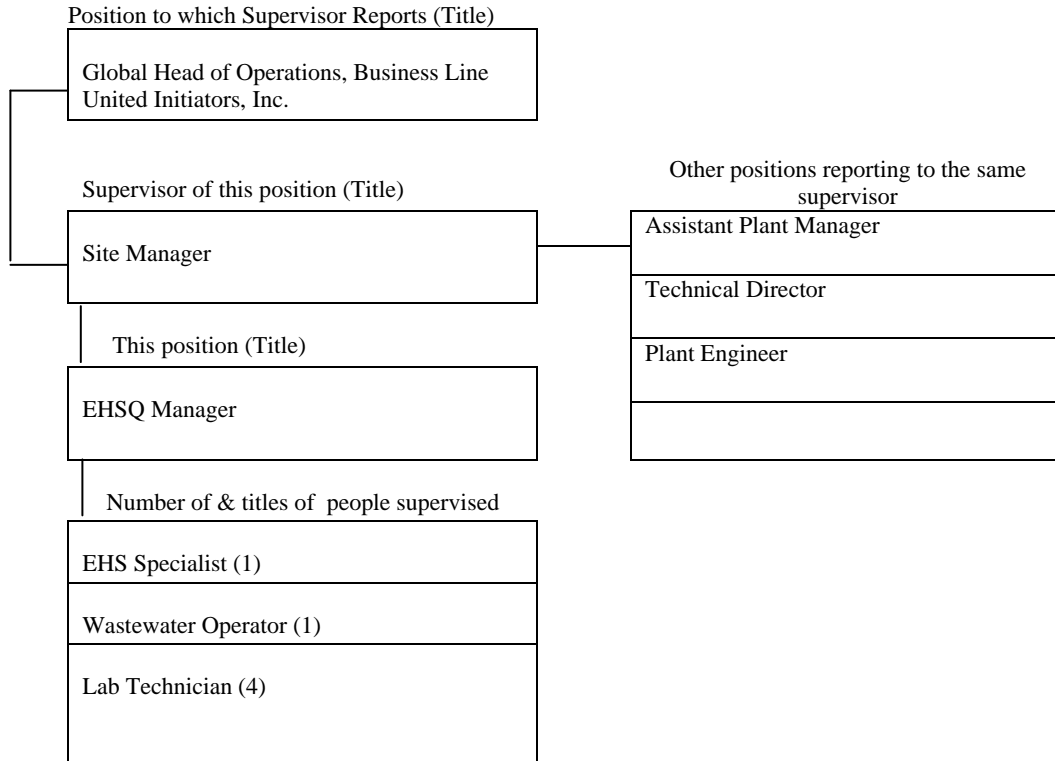
Degree of authority delegated to this position:

Manage budget within spending limits
 Will recommend quality assurance strategy
 Will recommend process and operational changes

ORGANIZATION: PLEASE PROVIDE UPDATED ORGANIZATION CHART OR FILL IN THE FOLLOWING

DEPARTMENTS: EHS&S and QC

LOCATION: Elyria, OH



As indicated report on the two levels that the position being evaluated reports. The functions being supervised by this position must be direct reports. If a dotted line or matrix relationship is significant please indicate.

QUANTITATIVE DATA: (Indicate the scope of the position in terms of dollar measures, unit measures, budgets, etc.)

Dollar Measures: (gross revenue, capital expenditures, capitalized value of plant or equipment, functional costs, budget responsibility, signing authority)

Unit Measures: (number of plants, locations, units/pounds.)
Total number of employees supervised : 5 (direct or indirect).

Total operating budget for which this position is accountable: \$ 1 mill _____ per year.

All sections MUST be completed

SECTION I
THE PHYSICAL ACTIVITY OF THIS POSITION (highlight ALL that apply)

Identify which physical activities are commonly associated with the job by highlighting all that apply. Indicate the percentage (%) of time during a typical workday in the right hand column next to the activity you highlighted.

	<u>Percentage %</u>
A. Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	<div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">5</div> <hr style="width: 100%;"/>
B. Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	<hr style="width: 100%;"/>
C. Stooping: Bending body downward and forward by bending spine at the waist. This factor important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	<div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">5</div> <hr style="width: 100%;"/>
D. Kneeling: Bending legs at knee to come to a rest on knee or knees.	<hr style="width: 100%;"/>
E. Crouching: Bending the body downward and forward by bending legs and spine.	<hr style="width: 100%;"/>
F. Crawling: Moving about on hands and knees or hands and feet.	<hr style="width: 100%;"/>
G. Reaching: Extending hand(s) and arm(s) in any direction.	<hr style="width: 100%;"/>
H. Standing: Remaining in an upright position particularly for sustained periods of time.	<div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">15</div> <hr style="width: 100%;"/>
I. Walking: Moving about on foot to accomplish tasks, particularly for long distances.	<div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">20</div> <hr style="width: 100%;"/>
J. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	<hr style="width: 100%;"/>
K. Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.	<hr style="width: 100%;"/>
L. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.	<div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">5</div> <hr style="width: 100%;"/>
M. Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	<hr style="width: 100%;"/>
N. Grasping: Applying pressure to an object with the fingers and palm.	<hr style="width: 100%;"/>
O. Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	<hr style="width: 100%;"/>

All sections MUST be completed

- P. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly. 20

- Q. Hearing: Perceiving the nature of sounds with no less than a 40-db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communications, and to make fine discriminations in sound, such as when making fine adjustments on machined parts. 5

- R. Repetitive motions: Substantial movements (motions) on the wrists, hands, and/or fingers. _____

- S. Carrying: Transporting an object, usually holding it in the hands or arms or on the shoulder. _____

- T. Sitting: Remaining in the normal seated position. 25

- U. Other: (Please specify) _____

Non Essential Functions of the Job (Please list):

Percentage %

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SECTION II
THE PHYSICAL REQUIREMENTS OF THE POSITION (highlight one)

Indicate only one of the following that best describes the job by highlighting it.

- A. Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- B. Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that most of the time, the job is rated for Light Work.
- C. Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- D. Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- E. Very heavy work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

SECTION III
VISUAL

PLEASE NOTE: This section is to be filled out only if applicable to the job requirements.

Identify which visual activities are usually performed by marking the percentage of time during a typical workday.

	<u>Percentage %</u>
A. Acuity, Far: Clarity of vision at 20 feet or more.	50 _____
B. Acuity, Near: Clarity of vision at 20 inches or less.	50 _____
C. Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships.	100 _____
D. Field of Vision: Area that can be seen up and down or to right or left while fixed on a point.	100 _____
E. Accommodation: Adjustment of eye to bring object into sharp focus – Important for near point work.	50 _____
F. Color Vision: Ability to identify and distinguish colors.	100 _____
G. Other: (Please Specify) _____	_____

SECTION IV

All sections MUST be completed

THE CONDITIONS ENVIRONMENTAL / ATMOSPHERIC THE WORKER WILL BE SUBJECT TO IN THIS POSITION (highlight ALL that apply)

Indicate all the conditions to which an incumbent is subject when performing the functions of the job during a typical work day by highlighting all that apply and indicating the percentage (%) of time in the right hand column next to the condition you highlighted.

	<u>Percentage %</u>
A. The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.	<u>70</u>
B. The worker is subject to outside environmental conditions: No effective protection from weather.	<u>30</u>
C. The worker is subject to both environmental conditions: Activities occur inside and outside.	<u> </u>
D. The worker is subject to extreme cold: Temperatures below 32 degrees F for periods of more than one hour.	<u>5</u>
E. The worker is subject to extreme heat: Temperatures above 100 degrees F for periods of more than one hour.	<u> </u>
F. The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.	<u>5</u>
G. The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.	<u> </u>
H. The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.	<u>30</u>
I. The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dusts, mists, gases, or poor ventilation.	<u>10</u>
J. The worker is subject to oils: There is air and/or skin exposure to oils and other cutting fluids.	<u> </u>
K. The worker is required to wear respirator.	<u> </u>
L. The worker is required to don a gas mask.	<u> </u>
M. None: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).	<u> </u>
N. Other: _____	<u> </u>

All sections MUST be completed