



Collins & Jewell Company

INDUSTRIAL INSTALLERS / CUSTOM FABRICATORS

A Proud Connecticut Corporation For More Than 60 Years

5 Rachel Drive
Bozrah, CT 06334
Ph. 860-887-8813
Fax 860-886-5359
www.collins-jewell.com

Job Title: Quality Engineer
Department: Quality Assurance
Reports To: Training & Development Director
FLSA Status: Non-exempt

Company Profile and Mission:

Collins & Jewell Co., Inc is an Industrial Installation and Custom Steel Fabrication company which provides the Manufacturing and Processing Industries with the latest mechanical services. Our professionally trained staff can cover the complete spectrum of Industrial Installation and Custom Fabrication manufacturing projects ranging from mechanical, electrical, and project management needs for any scale project large or small. This is done through our high caliber responsive team of experienced professionals who employ integrity, honesty, and ingenuity. Our commitment is to deliver the highest quality, the latest technology, and unmatched flexibility which will enable us to exceed our customers' expectations.

Our mission is to pride ourselves in our ability to meet the needs of our growing list of customers and welcome the opportunity to face special challenges head-on while maintaining a strict standard of cost-effectiveness and timeliness.

Summary of Position:

Support the Quality Assurance Team regarding material inspections, audits, tactics for dealing with new quality situations, quality requirements concerning fabricating and assembling steel to include sheet metal parts, structures, equipment and machinery. Work with QA Manger, Project Manager and Training/Development Manager to manage company-wide personnel qualification documentations with regards to competency based skill assessments and industry qualifications. Plans, generates and manages production of project objective quality evidence.

Job Requirements include but not limited to the following. Other duties may be assigned per the direction of the Training/Development Manager and Quality Assurance Manager.

Essential Duties and Responsibilities:

1. Basic
 - a. Proper representation of Collins & Jewell including professional behavior and professional written and spoken correspondence.
 - b. Adhere to all company policy including Safety, HR, etc.
 - c. Accomplish the aforementioned requirements in a way that sets forth an example for all other employees. Uphold general management responsibility of properly reporting and/or mitigating unprofessional, unsafe, or other behavior which infringes upon Collins & Jewell policy.



Collins & Jewell Company

INDUSTRIAL INSTALLERS / CUSTOM FABRICATORS

A Proud Connecticut Corporation For More Than 60 Years

5 Rachel Drive
Bozrah, CT 06334
Ph. 860-887-8813
Fax 860-886-5359
www.collins-jewell.com

2. Quality Engineer

a. Contract review:

i. Collect Specification Package Including the Following:

1. Purchase Order (Including all supplements and revisions.)
2. PO Standard Clauses
3. All documents invoked by the PO or other contract documents
4. Reference Documents

ii. Review contract documents for items requiring action. These items may include, but are not limited to:

1. Inspections requiring review of available Vendor NDT procedure approvals and scheduling of inspections, as well as any reports that need to be prepared.
2. Steps or processes requiring written C&J procedures or SOPs. Requirements for such documents to be approved by the customer.

iii. Reconcile contract requirements against themselves and Collins & Jewell resources, capabilities, preferences, and procedures.

iv. Note any job-specific procedures and/or work instructions which may need to be produced.

v. Generate and manage all VIR/VPAR correspondence with Electric Boat.

vi. Generate and manage all RFI with other customers as related to quality matters or as required. Coordinate with project management, detailing et al. for submission and management of RFI's.

b. Understand and observe the Collins & Jewell chain of command with regards to fielding inquiries or submitting questions to and from customers and managers.

c. Manage and order (through the Collins & Jewell purchasing department) 3rd party inspections as needed to fulfill contract requirements. Review and request revisions of 3rd party inspection records as necessary.

d. Conduct appropriate oversight of production adherence to customer requirements and Collins & Jewell procedures and work orders, etc.

e. Support QAM as necessary in oversight of subcontractors for adherence to customer requirements.

f. Produce work instructions, SOP, procedures, references, and diagrams within the Collins & Jewell system and format when necessary to delineate customer, code or C&J requirements.

g. Conduct inspection and destructive testing of personnel weld performance qualifications tests.

h. Create formal job documentation for delivery to the customer. Conduct job related documentation and help manage organization of documentation in accordance with Collins & Jewell Document Control and Records Retention procedures.

i. Act as main point of contact for Electric Boat Source Inspectors.

3. Interaction with Quality Control Inspector

a. Support QCI by fielding questions related to job requirements, conflicts and vagaries in contract documents and drawings etc. Forward questions to customers as required via RFI, VIR etc.



Collins & Jewell Company

INDUSTRIAL INSTALLERS / CUSTOM FABRICATORS

A Proud Connecticut Corporation For More Than 60 Years

5 Rachel Drive
Bozrah, CT 06334
Ph. 860-887-8813
Fax 860-886-5359
www.collins-jewell.com

- b. Support QCI in determining tactics for dealing with new quality situations (e.g. EBSM parts). Properly involve QAM and PDM in development of new SOP and/or procedure for such occurrences.
- c. Supply guidance and leadership to QCI with regard to C&J QMS procedure. Supply experiential based training to the QCI as necessary.
4. Quality team and company-wide support
 - a. Support Quality Assurance Manager in inspections and/or audits of Collins & Jewell QMS by customers and certifying bodies.
 - b. Work with QAM and PDM to manage company-wide personnel qualification documentations with regards to competency based skill assessments and industry qualifications (welder quals etc.)

Support quality related and other training with professional production of training materials, training support and actual training delivery as necessary and appropriate.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High school diploma or general education degree (GED), and/or 12 months experience.

Specialized Knowledge and Skills:

- **Language Skills:** Ability to read and interpret documents such as blueprints, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with supervisor and other employees of organization.
- **Mathematical Skills:** Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. All applications necessary to adequately perform required tasks.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Certificates, Licenses, Registrations:** N/A

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Collins & Jewell Company

INDUSTRIAL INSTALLERS / CUSTOM FABRICATORS

A Proud Connecticut Corporation For More Than 60 Years

5 Rachel Drive
Bozrah, CT 06334
Ph. 860-887-8813
Fax 860-886-5359
www.collins-jewell.com

While performing this job, the employee is constantly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance.

The employee must occasionally lift and/or move up to 50 pounds. The employee must occasionally push and/or pull a maximum force of 200 lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Close mental and visual applications required to interpret drawing, layout and plan work. Good judgment in determining best method and procedure to be followed. Able to work on jobs while applying safety rules at all times.

Quality Characteristics:

The individual for this position must be an energetic person who interacts well with a diverse staff and client base. This person will be highly motivated, proactive, and able to work independently. The candidate for this position will feel comfortable taking the initiative in system development, problem solving, internal and external office communications as well as be flexible and accommodating in adapting to shifting priorities. A professional work ethic, positive attitude, and the openness to new challenges will be a required attribute for this position. This person will demonstrate their ability regarding, attention to detail, organization, and a creative problem solver. The candidate for this position will maintain composure and enjoy working in an evolving environment proving ambitions of self-improvement and the willingness to cross train in responsibilities of other departments.

Evaluation Criteria:

- Personal Development
- Company/Team Development
- Critical Thinking
- Accountability
- Professional Conduct
- Leadership
- Conflict Resolution
- Collaboration
- Mentoring

Benefits:

- Medical Benefits (To include; Vision, Dental, Short Term Disability)
- Retirement Plan (401K)
- Paid Vacations
- Paid Holidays
- Employee Uniforms

Collins & Jewell is an Equal Opportunity Employer