

Job Description – Quality Assurance Manager

Lemke Industrial Machine is looking for a quality manager to help incorporate quality processes and procedures into our daily business. We are looking for someone to help do the heavy lifting and assist in the development and implementation of quality control tests, tools and documentation to ensure that we are providing the best possible product for our customers; inspecting at various stages in production and writing reports on findings to take action where needed.

At Lemke, the only way is up! Join our growing team and be one of our customer's Lifting Partners! We offer a fun and healthy work environment that's focused on teamwork, innovation, creativity, and open and honest communication at every level. We are incredibly proud of the products we produce. One of our core tenets is to "Say what we're going to do and do what we said." We would like someone to help us document and validate that tenet.

We view the quality role as an accelerator for the business. We are looking for someone who can help drive efficient and effective in-process methods to help eliminate project design or production errors. We are looking for a professional who ensures that all of our products meet consistent Lemke standards for excellence.

If you're interested, head to our website to learn more at <https://lemkeindustrial.com/about-us/> and reach out if you're interested.

Job Duties & Responsibilities:

- Ensure the monitoring of quality at each step in our process from supplier to customer, including the design, procurement and delivery steps in between
 - Support incoming inspection & monitoring Supplier Documentation (certs, inspection reports)
 - Set requirements for raw material or intermediate products for suppliers and monitor their compliance
- Understand customer needs and requirements to develop effective quality control processes
- Document work standards
- Devise and review specifications for products or processes
- Document requirements for tests and inspections
- Establish records of tests and inspection results
- Ensure adherence to health and safety guidelines as well as legal obligations
- Provide guidance, training and feedback to clarify and outline requirements
- Refine and develop the tools and documentation needed to efficiently accomplish

- Monitor (audit) defined processes & evolving processes, as needed
- Implement methods to inspect, test, and evaluate products and production equipment
- Ensure that products adhere to project specific quality standards
- Participate in phase gate reviews for production prior to release
- Assist in meeting production and delivery requirements
- Detail and record inspections to ensure that they are up to customer, industry, and company standards
 - Manage corrective action process (root-cause)
 - Eliminate products that are not up to standards and finding the (root-cause) reasons for product problems
- Prepare reports by collecting, analyzing and summarizing data
- Assist in establishing quality metrics to be tracked and reacted to
- Supplier support and monitoring
- Assist in managing quality issues from customer feedback – in coordination with Sustaining Engineering & Project Engineering team members
- Lead product quality improvements in partnership with Project Engineering & Operations
- Be on the lookout for opportunities for improvement and develop new efficient procedures

Experience:

- Proven experience in quality roles
- Conscientious and responsible
- A keen eye for detail and a results driven approach
- Outstanding communication skills
- Excellent organizational and leadership skills
- Proficient in MS Office
- In depth understanding of quality control procedures and relevant legal standards
- Excellent math abilities and working knowledge of data analysis/statistical methods
- Certification of quality control is a strong advantage (ISO 9000 etc.)

Working Conditions:

- This position will be working primarily indoors in the office or in the shop in a smoke free environment. Very limited travel would be expected, but some travel is possible
- The noise level in the work environment is usually low to moderate
- Must be able to navigate and climb stairs several times a day
- May be required to wear protective equipment in Lemke shop and customer job sites

Reporting & Measurement:

- The position would report to the President
- Success in this role will be measured by newly established quality metrics

About Lemke:

Lemke Industrial has been around since 1973 and was started as a job shop machine shop. However, for the last ~30 years, we started to explore machinery to lift hydropower gates and moveable bridges. That has resulted in those two markets becoming our core business.

Lemke has been a small business throughout much of its history. We've worked on large projects and have a good-sized facility, but the business has remained pretty low key. But, we're on a strong growth trajectory right now and have quadrupled the output of the company for 2023 and see continued growth for the years ahead. Our industries remain fairly insulated as bridges and Dam hoists need to be maintained and upgraded. These tend to be large projects that get funded by public or private entities without opportunity for delay – they are large, approved Capital Budget projects. In addition, there is infrastructure spending that is keeping our markets healthy. And so, we are investing in our business with new equipment, shop expansion and additional talent to support this growth.

Most people might imagine a machine shop that is designing and building large machinery like this to not be innovative, but I think most of our people find it to be quite the opposite. Some describe the current feel as a bit of a start-up. I think the reason for that is that we're on a path to take this small business and make it something that can sustain real growth – with engineering processes, with an improved quality system, with R&D efforts and with shop optimization (scheduling and equipment).

We're a tight knit group that enjoys what we do. We're still "coming to work", but we're guided by Core Values and Principles that we've bought in to. We have people that take ownership, prefer to stay technical, have a bias for action and work to make this a great place to work for everyone.

The current team is solid, enjoys working with each other, is tenacious and has a desire to solve problems. Large product experience or any heavy moveable equipment like our products in locks, dams, bridges is a plus, but most of our team didn't have that experience when they joined. So, bring a willingness to learn.