



Director of Quality Position Description

Job Title	DIRECTOR OF QUALITY
Reports to	PRESIDENT/CEO
Direct Reports	ALL BUSINESS OPERATIONS QUALITY ASSURANCE EMPLOYEES

This job description is intended to describe the nature and level of work being performed by employees assigned to this position. It is not to be construed as an exhaustive list of all responsibilities and duties required of the job incumbents. This position is designated as an FLSA exempt position.

GENERAL SUMMARY

The top technical position in the Company, this position is responsible for the overall design, implementation, and direction of the quality control/quality assurance and various engineering functions and systems of the agency's business operations, manages all FDA compliance issues and leads continuous improvement projects while providing technical direction and assistance to all operational departments. As the project lead, this position will assist with new initiatives: the installation of equipment, including validations; write testing methods; develop and verify that chemical methods are performed accurately; and maintain all COA records for FDA regulations.

COMPANY STANDARDS

- Maintains attendance and punctuality in order to remain a positive role model for direct reports. This position performs work functions on site, but may also travel to and work at any locations of operations.
- Follows all safety rules and regulations; wears and/or uses any required protective equipment while working; immediately reports any safety concerns or unsafe working conditions to Operations Management.
- Ensures compliance with all required regulations and guidelines in accordance with the JM Murray mission statement, policies and procedures. Adheres to all professional standards and governmental laws, rules and regulations. Reports any and all compliance related issues and concerns to the President/CEO.

ESSENTIAL FUNCTIONS

1. Design, implement, and maintain the JM Murray Quality System in a manner that ensures compliance to 21CFR 210 and 211.
2. Lead the establishment and maintenance of a culture of quality. Identify and develop measurement methods and collect, analyze, and publish performance data against defined parameters.
3. Provide training, guidance, and technical assistance to all operations personnel as needed to accomplish agency objectives in responsible areas.
4. Identify and lead continuous improvement projects (including but not limited to) lead-time reduction, direct/indirect labor cost reductions, and quality improvement.
5. Lead efforts to develop and implement production processes that enable consumers the best opportunities to participate in vocational training and other paid-work activities.
6. Oversee the creation and maintenance of all records associated with manufacturing methods, including engineered time studies used for commensurate wage calculations.
7. Oversee the development and review of specifications and quality requirements for new and existing products and materials, both internally and in conjunction with outside suppliers.
8. Research, evaluate, recommend, and justify capital equipment and other technology-based improvements.
9. Act as the key contact with customers' auditors and take responsibility for ensuring the execution of corrective actions and ongoing compliance with customers' specifications.
10. Develop cost estimates and quotations in response to customer RFQs and to support specific projects.
11. Assists with hiring of employees, ensuring that the most qualified applicants are selected for open positions. Participates in the decision making with regard to employees who require disciplinary actions and/or terminations.



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12. Provides ongoing feedback, coaching and supervision to QA employees with regard to job performance; completes timely performance reviews according to company expectations and timeframes.
13. Reviews timecards for QA employees according to the JMM payroll schedule and approves timecards according to JM Murray policies and procedures.
14. Attends all required and requested training and meetings, including the JM Murray Safety Committee.
15. Ensures employees receive required training and that up to date trainings and certifications are maintained as required for all QA Department positions.
16. Conducts self in a manner as to always contribute to maximum individual growth and in accordance with all regulations, the Code of Ethics and Company policy and procedures. Represents JM Murray and the JM Murray mission in a positive manner, treating people with respect and dignity.
17. Performs additional duties and responsibilities, as assigned.

COLLABORATION

INTERNAL

JM Murray Management and Administration
JM Murray Operations employees and trainees

EXTERNAL

Customers
Suppliers/Vendors

EDUCATION and EXPERIENCE

Bachelors of Science in Engineering, Quality, or related discipline; 8 to 10 years of hands-on, varied, and progressive technical management experience in a regulated industry; American Society Quality Engineer Certification highly desired

KNOWLEDGE and SKILLS

Capable of working in a team-based setting providing guidance and expertise and knowledge, assisting in FDA or third-party quality system audits
Advanced business writing and mathematical skills
Excellent verbal and written communication ability.
Proficient in specification and usage of Standard Measured Test Equipment
Working knowledge of ERP systems and proficiency in Microsoft Office Suite, including EXCEL and data entry with proficient use of computers and other similar devices



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WORKING CONDITIONS

Job assignments take place primarily indoors but also outdoors when traveling to pick up supplies, attend meetings or to work at other JM Murray locations. Environmental conditions include rain, snow and cold weather.

PHYSICAL REQUIREMENTS

Job-related physical abilities an individual must possess in order to perform the job in a satisfactory manner. In some cases accommodations may be made in accordance with JM Murray policy and with our mission.

	0-24 %	25 -49 %	50 -74 %	75 –100 %
Standing/Walking/Mobility: Must be able to stand to operate equipment; mobility to embark and disembark from equipment.		X		
Environmental Conditions: Must be able to work in an environment that includes, but is not limited to noise, cold, heat and odors.			X	
External Conditions: Must be able to work in a position requiring exposure to the weather conditions.	X			
Lifting: Must be able to lift unaided, at least 10lbs				X
Must be able to lift unaided, from 11-30lbs				X
Must be able to lift unaided, from 31-70lbs			X	
Must be able to lift unaided, from 71-100lbs	X			
Must be able to lift unaided, over 100lbs	X			
Manipulating /Grasping/Feeling: Must be able to write, type, and use office and/or other equipment and handle materials.				X

I have reviewed this job description and I understand all of my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my department without it being specifically included in the job description. I have discussed any questions I may have about this job description prior to signing this document.

PRINT NAME

SIGNATURE

DATE