



Position: Quality Assurance / Quality Control Manager

Job Summary: The Quality Assurance / Quality Control Manager (“QA/QC Manager”) will ensure that Boxman’s drawing and manufacturing operating procedures are efficient and Boxman’s product maintains its high quality. This position will identify planning and manufacturing errors and reduce or eliminate such errors through problem solving and root cause analyses and reports. The QA/QC Manager will report to the Director of Design and Engineering/Creative Director and work with the Shop Managers and Engineering Manager on quality improvement initiatives and goals, and ensure that all company employees maintain their role of Boxman’s quality management system.

The QA/QC Manager owns and maintains a project’s drawing package and checks the integrity versus Boxman’s manufacturing. This role also supports 3rd party plan and manufacturing review (RADCO) and maintains/builds the relationship with the inspector(s) and associated Boxman QA/QC manual. The QA/QC Manager is in charge of maintaining the QA/QC manual (existing) and any associated revisions, submittals, etc. to maintain Boxman’s good standing with different municipalities with various projects.

Job Duties:

- Develop and maintain QA/QC controls, procedures, policies, and documentation to increase manufacturing operations efficiencies and maintain system stability by analyzing and evaluating work/process flow and performing root cause analyses.
- Ensure that QA/QC documentation, paperwork and controls are followed and adhered to on all projects.
- Ensure no changes are made to processes, procedures, and/or policies without validation and approval in order to standardize and manage change control in equipment, facility, utility, packaging and analytical procedure; raise change control for approval.
- Coordinate all validation and inspection activities associated with production and QC; i.e. process, equipment, utility, analytical method, testing equipment.
- Oversee and ensure tests and procedures for quality are properly understood, carried out, evaluated and that product modifications are investigated, when necessary.
- Ensure that Boxman’s units are built to proper specifications (i.e. specifications per contract, per internal and established engineering standards, etc.) and to customer requirements.
- Help with other drawings/drafting/engineering work as needed.

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