



## **JOB DESCRIPTION**

**Date:**  
**Job Title:** Quality and Safety Manager  
**Reports to:** General Manager  
**Family:** Operations  
**FSLA Status:** Full-Time, Exempt

### **Job Objective**

The Quality and Safety Manager will develop, implement, manage and maintain effective Quality and Safety policies and procedures that meet the criteria for compliance as well as JLS and government safety requirements.

### **Job Duties and Responsibilities**

- Work with the team to develop, implement and sustain a behavioral quality and safety-based program;
- Implement best practices for quality assurance processes; develop and utilize benchmark-based metrics and develop & maintain reporting on these measures to ensure continuous improvement;
- Ensure compliance with policies and procedures and provide guidance on related disciplines;
- Seek, share and assist in institutionalizing best practices;
- Develop and lead process improvement initiatives utilizing Lean Mfg. methodology;
- Establish and track progress toward meeting the goals and objectives of safety and quality related improvement initiatives;
- Collaborate with vendors, Supply Chain, and Operations to enhance products related to quality, cost, and labor efficiencies.
- Lead and/or provide Incident investigation guidance and support to drive root cause identification and corrective action closure;
- Lead the safety committee and document meeting minutes. Track and provide insight into common issues, trends, problems, and opportunities to reduce losses and incident costs; maintain information and performance measurement systems to ensure that loss information is tracked and effectively communicated;
- Support Injury Reduction Activities as we strive to achieve a "Zero Injury" goal;
- Lead the identification, analysis and control of occupational hazards and promote worksite or product safety by applying knowledge of industrial processes, mechanics, psychology, physiology, and industrial health, safety and environmental laws;
- Develop and implement new or revised occupational safety policies, guidelines and standards. Participate in the development of Health & Safety functional strategy;
- In liaison with HR, coordinate and/or provide annual safety and quality related training for all new and existing employees.
- Educates, advises and coaches staff on specific safety roles to insure successful compliance;
- Other duties as assigned;

## **Knowledge, Skills and Abilities**

- Minimum 3-5 years' progressively responsible experience in a manufacturing environment;
- 2 or 4-year degree related to Quality, Business Management, Engineering or related field;
- Experience in launching and managing a quality program preferred.
- Extensive knowledge of logistic systems, planning, quality control and supervisory policies, principles, procedures and techniques;
- Demonstrated abilities to lead Lean Mfg. initiatives preferred.
- Working knowledge of analytical methodology, statistical process control and continual process improvement;
- Familiarity with the development and operation of management reporting systems;
- Thorough knowledge of OSHA regulations.
- Ability to develop and present senior staff-level briefings and management reports;
- Demonstrated experience with process improvement approaches and change management;
- Excellent communication, effective leadership and interpersonal skills;
- Strong analytical skills;
- Quantitative thinking skills in reporting metrics;
- Willingly takes on additional assignments as requested;
- Ensures accurate, timely completion of assigned responsibilities/projects;