



**JOB TITLE:** Quality Engineer

**INTRODUCTION:**

Microboard Processing, Inc. (Microboard), located in Seymour, CT is a privately held, completely state-of-the-art Electronic Manufacturing Services (EMS) provider that has been in business for 37 years. We are relentless with our continuous improvement philosophy as well as our equipment, software and human capabilities, employing the brightest minds and the newest equipment (FUJI NXT III SMT, Automated climate-controlled inventory towers, 5D X-Rays, in-line SPI's and AOI's, on-site Nitrogen Generation, etc.). We are constantly pursuing global certifications to maintain Microboard at the leading edge of technology with a keen sensitivity to our environment (ISO 9001:2008, ISO 13485, AS9100D, ISO14001, CE, UL, ITAR.)

**SUMMARY:** Support the maintenance, implementation, and continuous improvement activities related to the Quality Management System (QMS) for Microboard's suppliers, customers, regulatory entities, and in-process inspection.

**DUTIES AND RESPONSIBILITIES:**

- Monitor system wide Quality trends
- Drive corrective and preventative action
- Participate in Tech and Design Reviews
- Conduct supplier audits, in-process audits, AS and ISO internal audits, and participate in customer audits
- Co-chair the MRB committee for Receiving and In-Process Inspection
- Maintain the Quality Management System (ISO9001, ISO13485, AS9100)
- Provide direction to all Inspection personnel
- Generate quality plans following the guidelines of the AQPQ process defined in various international standards such as ISO/TS16949
- Author and perform product and process validations
- Perform other duties as defined by management

**QUALIFICATIONS:**

- Possess a Bachelor's degree in Engineering or related disciplines, or equivalent work experience
- Minimum of three years' experience as a certified Quality Engineer in a company whose business is in commercial, medical, military and/or aerospace electronics and/or electronic assembly
- CQE designation is mandatory for a Senior QE position although Microboard will consider CQE eligible candidates for QE positions
- Certification to and/or knowledge of IPC-A-600, IPC-A-610, IPC-A-620, and J-STD-001 are highly desired
- Certification as a QMS auditor for AS9100, ISO-9000, ISO-13485, GMP are desirable
- Experienced with the creation and performance of AS9102 FAI's
- Capable of high-level data analysis
- Ability to generate and perform FMEA's and PFMEA's
- Working knowledge of Configuration Management standards such as ISO100007, SAE/EIA-649, and MIL-HDBK-614 September 19, 2019 Page 2 Microboard Proprietary
- Process knowledge in printed circuit assembly and/or printed circuit boards is highly desirable
- Ability to work independently
- Desire to grow into a leadership role, over time
- Availability for national and international travel, up to 10% of the time, may be required

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**Language Skills:**

- Ability to read and speak English fluently.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.

**Mathematical Skills:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**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.
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

**Work Environment:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts.
- The noise level in the work environment is usually moderate.

**Personal Protective Equipment (P.P.E):**

Specific items of clothing and/or equipment may be required to perform certain functions and operations. Any of the following three serve as sufficient criteria in determining the need for P.P.E.: compliance with:

- Microboard policy.
- Safety Data Sheet (SDS) stipulations.
- OSHA regulations generally.