Coating Lab & Quality Engineer

Reports To: VP Optics & Customer Dev Division: Engineering/8180
Grade Level: N/A EEO Code: 2-146
Job Classification: Exempt Date: 6/3/2015

Job Summary:
Primarily responsible for Coating Department and the safe and efficient operation of the coating equipment. Establishes and executes production-grade coating process and quality Work Instructions. Responsible for the productivity of the department, including scheduling. Works closely with the molding department to ensure on-time delivery of high-quality coated parts. Overseas all testing associated with coated parts. Provides supplemental engineering support to Quality Control department.

Essential Duties and Responsibilities:
- Aligns coating department goals with strategic plans of Syntec Optics.
- Leads the research, design, and development of thin film coatings for application to polymer materials, utilizing existing coating chamber capability, in a safe, productive, efficient manner, and in order to provide maximum financial return.
- Ensures timely delivery of quality coated items.
- Interacts with customers and vendors regarding coating specifications, and communicates development objectives.
- Assists in the design and implementation of coating fixtures and tooling.
- Writes coating procedures and work instructions. Updates documentation as conditions and standards change.
- Trains and guides other staff members on proper operation of coating equipment and execution of coating procedures.
- Maintains established process parameters to ensure that quality parts are being produced. Maintains process monitoring methods to ensure compliance to specifications.
- Establishes and implements quality control testing procedures to ensure conformance of coated parts.
- Conducts root cause analyses for failed coating runs, scrap and defect issues. Implements corrective actions and updates standards for future prevention.
- Responsible for establishing preventative maintenance procedures and cleaning processes, and making sure these activities occur on schedule or as needed. Coordinates internal and external resources to troubleshoot failures, find replacement parts, and schedule repairs.
- Suggests changes in working conditions, work place layout and use of equipment to increase efficiency of the department, work crew and other departments that affect the department.
- Identifies potential safety issues and reacts appropriately to minimize risk of incidents. Troubleshoots safety incidents to find root causes. Implements corrective actions and updates standards for future prevention.
- Provides engineering support to Quality Control department as required. Acquires proficiency using all quality inspection procedures and equipment established for Syntec Optics programs.

Additional Responsibilities:
- Monitors emerging technologies and evaluates applicability to the business and customer needs.
- Raises individual performance to a level that results in proactive responses to problem solving and continuous improvement.
- Works well in a team environment.
- Maintains a clean and orderly work environment.
- Performs other related duties and assignments as required, depending on candidate skill set and on an as-needed basis to support evolving business needs.

Physical Demands and Work Environment:
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 regularly required to sit, talk and/or hear. The employee is frequently required to use hands to finger, handle or feel. The employee is occasionally required to reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch and/or crawl. The employee must also occasionally lift and/or move up to 20 pounds. Specific vision abilities include close vision and color vision. Ability to solve practical problems and deal with a variety of concrete and abstract variables in situations where only limited standardization exists.

The noise level in the work environment may range from moderate.

Education, Skills and Experience:
- Bachelor's degree in optical science, materials science, or equivalent education and experience.
- Minimum 5 years experience in optical coating lab production environment highly desired.
- Strong analytical skills, including statistical analysis experience.
- Good oral and written communication skills.
- Strong time management skills and basic program management experience.
- Strong computer skills. Experience with Powershop highly desired.
- Work independently with minimal supervision.

This job description in no way states or implies that these are the only duties to be performed by this employee. He/she will be required to follow any other instructions and to perform any other responsible duties as requested by his/her supervisor.

Employee: ___________________________ Date: ___________________________
Supervisor: ___________________________ Date: ___________________________

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