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L-3 Army Fleet Support
Fort Rucker, Alabama
JOB ANNOUNCEMENT
FOR INTERNAL & EXTERNAL APPLICANTS

Date: September 22, 2016

Position: Quality Auditor/Monitor Requisition #084083

Location: L-3 AFS Quality Assurance Dept. – Fort Rucker, AL

Salary: Furnished to Qualified Applicants

Job Duties/

Responsibilities: See Attached Job Description. Logistical/supply chain background desired.

Closing Date: Closes September 29, 2016

To apply, go to www.armyfleetsupport.com, career section. AFS internal applicants must submit form 208 to Human Resources.

Recruiting & Staffing

DISTRIBUTION:
Bulletin Boards

ARMY FLEET SUPPORT

JOB DESCRIPTION

Job Title: Quality Auditor/Monitor	Job Number:	Grade:
Department: Quality	FLSA Status: Exempt	Risk Level: mid
Reports to: Quality Assurance Manager	Schedule: Variable	
Location: Variable	Revision Date: 09/15/16	
Approved: Michael Lawson, Director, Human Resources		

BASIC FUNCTION SUMMARY

Responsible for leading and/or performing Quality audits and surveillance in accordance with AS9100, AR95-20, and company policies/procedures. Actively participate in corrective action process including root cause analysis and formulation of corrective action plans/strategies. As required, support confidential investigations at the direction of the senior management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administers, coordinates, and implements a quality assurance program at assigned location designed to ensure that monitoring and auditing actions are completed efficiently and expeditiously.

Conducts meetings to ensure that personnel are well informed of the analysis resulting from QC monitors and audits.

Able to participate as Internal Quality auditors during AFS scheduled audits and implement and maintain quality control objectives and standards that meet the requirements of ISO 9001/AS 9110 and the maintenance contract.

Monitors the currency of Maintenance Instructions, Work Instructions, Training Procedures, and Quality Procedures.

Monitors and analyzes aircraft history for recurring maintenance discrepancies or trends, and initiates appropriate action.

Monitors and reviews maintenance source documents, inspection records, and other related forms used in aircraft, vehicle, and equipment maintenance to ensure forms and records are current, and comply with established procedures, Army directives, and contract specifications.

Compiles, gathers, analyzes and maintains information (thru research, interviews, data collection, and analysis) on maintenance and material defects that impact the maintenance effort.

Examples include but are not limited to:

- Implements and performs inspection, audit, and monitoring to determine the condition of assigned equipment and proficiency of maintenance personnel.

- Monitors the master technical library is current and complete, and that updates, changes, and revisions to technical data is distributed throughout the maintenance complex in an expeditious manner.

- Monitors that training and development needs are met.
- Evaluate business systems and planning functions (including production control, material control, and procurement, are functioning in accordance with procedures.
- Evaluate compliance with risk management requirements of AS9110, to ensure that key business systems and planning are properly aligned to meet customer requirements and Army Fleet Support internal goals.

Implements and enforces Company policies and procedures pertaining to the promotion, training, discipline and termination of employees. Monitor that all employees possess the qualifications and certifications necessary to perform their jobs.

Monitors the preparation, maintenance, and accuracy of forms, files, records, reports and other applicable documents pertaining to the procurement, acquisition, issue, turn-in, and disposal of government parts, materials, supplies, and equipment. Reviews documentation for accuracy, completeness, and legibility.

Maintains a working relationship and acts as a liaison with internal and external customers in order to maintain a high level of cooperation and service.

Performs root cause analysis, and recommends and implements appropriate corrective actions.

Plays an active part in problem resolution, and following up to ensure problems are resolved. Identifies and ensures customer requirements are met, and assesses and analyzes data to determine customer satisfaction.

Ensures that policies are in accordance with evolving regulations, legal requirements, and industry trends.

Reports all deviations from established policies or procedures, changes caused by the contractor, federal, or state requirements, or non-compliance with regulations and changes.

Ensures summaries, analyses, and other data necessary to determine the quality of the overall maintenance effort is submitted to the Quality Team Director or designee.

Evaluates technical publications concerned with quality control/assurance practices and participates in activities of related professional organizations to update knowledge of program developments.

Evaluates reports, decisions, and results of department in relation to established goals. Recommends new approaches, policies, and procedures to maximize the efficiency and effectiveness of the organization, while lowering costs.

*As required by job classification

QUALIFICATION STANDARDS

The incumbent must have a Bachelors Degree; candidates with advanced degree preferred. He or she must have successfully completed formal training for ISO 9000 or AS9100/9110 auditors. The incumbent must have recent experience working in an ISO 9000 or AS9100/9110 certified organization producing and/or maintaining complex equipment or assemblies. Experience in DCMA 8210.1 and/or AR 95-20 is highly desired. Individuals possessing Green Belt or Black Belt certifications and those with formal training in root cause analysis will be given special consideration.

While not required, the ideal incumbent will possess a thorough working knowledge of aircraft systems, applicable maintenance/technical publications, basic tools, special tools, test, and ground support equipment; be knowledgeable of corrosion detection, prevention and treatment; familiar with flight line operations, safety requirements, and must be able to use, with accuracy, all measuring, test, and diagnostic

equipment (TMDE) normally associated with aircraft maintenance; have working knowledge of accepted trade methods and techniques used in nondestructive testing.

The incumbent must have capacity to learn to read and interpret technical data, drawings, blueprints, maintenance instructions and other applicable data.

The incumbent must be able to communicate effectively with all levels of employees throughout the organization. He or she must also be able to develop and maintain strong working relationships with internal and external customers. The incumbent must have a results oriented commitment to the continuing evolution of the quality system. This requires combining common sense, application of practical experience, and a technical knowledge base in developing, implementing and leading the quality control system in meeting corporate strategic and day-to-day objectives. The incumbent must be able to meet any Government/Company licensing/qualification requirements for the position and obtain the level of Industrial Security Clearance required by the Government.

The incumbent must be knowledgeable of problem solving techniques and have knowledge of ISO 9001 Quality Management System. The individual must have excellent prioritization, organization, analytical and decision-making skills. Must be computer literate and proficient in Microsoft Office.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS

Physical Demands:

This classification activity, while normally accomplished in an office environment, does have duties that require the individual to work outside the office environment. Typical physical demands or activities include climbing, standing, bending, stooping, pushing, kneeling, reaching and walking. May be required to lift objects whose weight normally will not exceed 50 pounds. Special vision abilities required to perform this job are close vision, peripheral vision, color vision, depth perception and the ability to adjust and focus.

Work Environment:

The work conditions are normally those of a standard office environment where there is little physical discomfort. During the performance of duties outside the office environment, the diversity of work conditions may range from an environment where there is little or no physical discomfort, to an environment where inclement weather may subject individual to changes in temperature and weather. May be exposed to areas where high noise hazards prevail. May be exposed to fumes or airborne particles. May be exposed to electrical shock hazards. May work near moving mechanical parts.

LICENSING, CERTIFICATION REQUIREMENTS

Formal/Specialized Training or Equivalent
Valid State Drivers License #
ISO 9001/AS 9100 Training