



JOB DESCRIPTION

Job Title: Principal Engineer/Quality Control Manager

Reports To: President (Refer to Organization Chart ROC-2100B)

Summary: Interfaces daily with department managers and employees on departmental functions pertaining to engineering and technical matters.

Creates part drawings and performs design calculations to support sales activities. Provides customer support including: material selection, design changes, and making suggestions to improve equipment reliability.

Daily duties include creating/reviewing product drawings and specifications, working with customers/prospects to recommend materials or design changes to improve equipment reliability.

Manages the technical aspects of quality control department to ensure products conform to specifications, and works with the Management Rep to ensure ROC's Quality System complies with ISO9001 requirements.

Supports manufacturing in providing engineering assistance as needed.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Part Drawings:
 - Provide drawings for manufacture from samples (reverse engineer), similar parts, or part design
 - Maintain system for part numbering, cross reference, and drawing standardization
 - Add reference dimensions as requested by manufacturing or inspection to assist in manufacturing parts
- Materials
 - Approve new material grades added to ROC's offering
 - Maintain material properties database
 - Identify materials from customer samples using XRF, hardness, density, and outside labs
 - Recommend materials based on application conditions or by selecting a comparable grade
- Customer Support
 - Recommend design and/or material changes to improve equipment reliability
 - Assist customers in troubleshooting problems may be solved by utilizing our products
 - Travel to customer sites when required for measurements or technical consultation



ROC CARBON COMPANY

- Manufacturing
 - Assist with new equipment selection, tooling design, provide engineering support for manufacturing process changes
 - Provide CAD support for CAM programming
- Quality Manager
 - Manage technical aspects of quality control (equipment, techniques, laser marking, ID/traceability, reject disposition)
 - Collect, and provide reports on quality system processes
 - Work with Management Rep to keep Quality System up to date and compliant with current version of ISO9001
- Engineering – General
 - Maintain/organize engineering reference library
 - Develop/maintain standard engineering design calculations
 - Participate in continuous learning through
 - Attending Trade shows
 - Professional organizations
 - Books, magazines
 - Equipment knowledge

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with



integrity and ethically; Upholds organizational values.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes & reports on production variables; Adapts strategy to changing conditions.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Degree in Mechanical Engineering; 10+ years in operational management; Has a strong, proven background in all facets of Carbon/Graphite products production as well as project management knowledge and skills; Must be a goal-oriented individual who is able to measure, initiate, implement, and monitor control procedures, programs, strategies and techniques that result in increased production efficiencies and communications.

Language Ability:

Ability to read, analyzes, and interprets common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries and/or issues raised from internal or external customers.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.



ROC CARBON COMPANY

Computer Skills:

Microsoft Office Suite, Email, ERP system, Solid Edge CAD software

Certificates and Licenses:

No certifications needed



ROC CARBON COMPANY

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. The noise level in the work environment is usually moderate.

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 regularly required to sit. The employee is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee is occasionally required to stand. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Employee

Date

Supervisor

Date