



Human Resources (HR) Job Description for:

Quality Assurance (QA) Supervisor

Doc No:
MSB-HR-JD002F
Effective Date:
09/06/2022

Established in 1986, Gravois Aluminum Boats LLC, and its government/commercial boat entity Metal Shark Boats (MSB) are leading suppliers of custom boats for defense, law enforcement, and commercial entities. Its employees are expected to perform their duties to the best of their ability and the following Job Description outlines the core duties and expectations of the position which include but are not limited to:

- Directly reporting to the MSB Quality Assurance Manager, supervising QA employees and all QA functions at the facility, engaging vendor, regulatory, and customer representatives on quality-related issues and fostering positive relations, liaising positively and respectfully with all personnel and representing MSB and the QA Department in a professional manner, and supporting the implementation of MSB's Quality Assurance Program
- Utilizing existing Quality Assurance infrastructure and processes to ensure all QA functions are being properly supported, executed, documented, and reported to project stakeholders
- Proactively engaging issues with an emphasis on prevention and mitigation and making recommendations for process improvements, especially via data and trend analysis, to increase efficiency and accountability
- Analyzing contractual obligations and regulatory requirements to ensure MSB's processes and products are in compliance and that QA deliverables such as Test & Inspection Plans (TIPs), Test Reports, and Trial Agenda Books are successfully created, implemented, and completed
- Maintaining QA programs such as the Calibration & Equipment Program, Welding Procedure Specification (WPS) and Welder Qualification Program, Quality Control (QC) Data Program, Standard Practices Program, and Gig List Program
- Ensuring that product testing and inspections, process audits, and all trial evolutions are coordinated, conducted, and documented thoroughly to successfully demonstrate that MSB's products are leaving the facility fully operational, effectively free from defects, and evaluated under various working conditions
- Maintaining and archiving physical and/or electronic copies of all QA materials and Objective Quality Evidence (OQE) and making it available to internal and external entities as requested
- Training QA employees to properly execute QA functions and to be well-versed in QA methodology
- Working knowledge of ship construction, the maritime and/or manufacturing industry, and regulatory rules (ABYC, ABS, 46 CFR, etc.) and customary practices is preferred



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- NDT certifications in structural disciplines such as welding Visual Testing (VT), Radiography Testing (RT), and/or Ultrasonic Testing (UT) and/or certifications in electrical or other outfitting disciplines is preferred
 - Possessing proficiency with Microsoft Office software suite, specifically Excel, Word, and Outlook, with 3+ years of professional experience and excellent verbal and written communication skills is preferred
 - Postsecondary education such as a technical or undergraduate degree is preferred
 - Experience with project/program management, especially with military and government entities, is preferred
 - Providing availability outside of standard operating business hours, such as nights and weekends

Signature: _____

Date: _____