



## POSITION DESCRIPTION

**POSITION TITLE:** Test Supervisor

**GRADE:**

**REPORTS TO:** Quality Director

**FLSA:** Non-Exempt

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### **POSITION OVERVIEW:**

Responsible for supervision of the Test Department. Ensures the Test Lead / Team is meeting the electronic, mechanical, or electromechanical tests on electronic systems, subassemblies, and parts. This position measures the effectiveness of this team in meeting quality company expectations.

**ESSENTIAL DUTIES and RESPONSIBILITIES**, *includes the following responsibilities, but not limited to:*

- Verifies that each team member is following test schedule, work/test instructions, drawings BOM's, wiring diagrams and schematics to determine conformance to specification.
- Provides reporting and metrics on output of performance of systems, subassemblies and parts.
- Creates process and trains test team to reads dials or displays that indicate electronic characteristics such as pass/fail or voltage. Holds team accountable for accuracy.
- Participates in weekly / monthly meetings with Quality Director and Manufacturing Supervisors to share data and test results. As a team, identifies problems or issues that need corrective action. Prepares reports and graphs to present in MBR to establish transparency of this department's effectiveness in customer satisfaction.
- Will hire, train and manage department personnel.
- Prepares performance reviews based on company policy with the goal of better turn times and quality with adherence to ISO requirements.
- Provide weekly, quarterly and fiscal year reports.

### **SUPERVISORY RESPONSIBILITIES:**

**Direct Reports:** Test Tech I & Test Tech II and Test Lead.

### **PHYSICAL and ENVIRONMENTAL CONDITIONS**

Standard manufacturing environment, equipment and tasks, including work at a computer terminal. Partial sitting and walking throughout the day. Must be open to work overtime to complete assigned tasks. Travel required at 20%.

### **PREFERRED QUALIFICATIONS AND EXPERIENCE**

- Bachelor degree preferred.
- Previous management experience.
- Proficient in Microsoft programs word, excel, outlook, PowerPoint,



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- Exemplary Microsoft Excel skills due to reporting and presentation requirements
- Input, run, and record test results from computer controlled test equipment. Comply with training requirements for QA Test Lead.
- Excellent communication and written skills.
- Strong operations and computer systems exposure.
- Must be well organized and detail oriented with the ability to meet deadlines.
- Proven ability to lead, manage and coach personnel

### ***Signature of Approval***

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Director, Human Resources

\_\_\_\_\_  
Date

### ***ACKNOWLEDGMENT & RECEIPT***

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Date