

JOB DESCRIPTION

Position Title: **Quality Control Manager**
Department: Operations
Supervisor: Project Manager
Status: Exempt

SUMMARY

The Quality Control Manager is responsible for the implementation of the Quality Control Management Program on individual projects.

RESPONSIBILITIES

- Implementation of the Quality Control Plan to ensure completion of identified procedures, outlined testing and reporting of data to the Government on appropriate forms and in accordance with the Quality Control System.
- Inspection of work for conformance to project plans and specifications.
- Identify issues arising during construction and verifying that deficiencies have been corrected. Recording and notifying the Project Manager and/or Project Superintendent of problems on a timely basis so that corrections can be made without impact to the project schedule.
- Create, update and maintain the project submittal log and all other project specific quality control reports.
- Review shop drawings and submittals for conformance with project specifications by direct review and by leveraging the knowledge and experience of others in the project team when necessary.
- Scheduling, reviewing, certifying, and managing submittals, including those of subcontractors, designers of record, consultants, architect engineers (AE), offsite fabricators, suppliers, and purchasing agents.
- Tracking preparatory, initial, and follow-up control phases and control, verification, and acceptance tests including documentation.
- Continuing development of the project Quality Control Plan to address the specific needs of the project as required.
- Examination of the work area to assure that all required preliminary work has been completed and is in compliance with the contract.
- Review of drawings and each paragraph of applicable specifications, reference codes, and standards applicable to work being performed in the field.
- Assemble and forward project closeout documents that include O&M manuals, as-builts, and warranties.
- Able and willing to travel

EXPERIENCE & EDUCATION PREFERENCES

- High school diploma
- 5 years of experience on USACE construction projects
- Completion of USACE "Construction Quality Management For Contractors" course

PHYSICAL REQUIREMENTS

- Must be able to operate a computer, telephone and other commonly used business-related items.
- Ability to work outdoors in extreme conditions such as cold, heat and humidity on a daily basis.
- Lift, push and pull up to 50 lbs. when necessary.
- Standing, climbing, bending and stooping are required on a regular, daily basis.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.