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Position:	Quality Assurance Specialist	Job Code:	47-4099(QASPEC)
Function:	Development/Construction	FLSA Status:	Non-Exempt
Reports To:	Quality Control Manager	EEO Class:	Craft Worker

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### **Position Summary**

The Quality Assurance Specialist is responsible for coordinating Mill Creek's quality directives by performing as an Owner's Field Representative for the Managing Director/Senior Managing Director.

### **Essential Duties & Responsibilities**

- Responsible for coordinating all plan reviews and field inspections with consultants including Accessibility, Third Party Architectural, ANSI, Building Envelope, Environment/AQI and Acoustical.
- Responsible for up to four projects. Maintain close contact with project Superintendents on schedule changes and turn dates.
- Responsible for acceptance of new residential construction buildings and property from Construction division and coordinating/aligning with management services.
- Responsible for every facet within the boundaries of the new property and ensuring quality standards set forth by the Executive Managing Director and Construction President is maintained for all MCRT property.
- During/after Construction; coordinates warranty with Property Manager and Construction Superintendent or Project Manager to ensure all warranty and construction quality deficiency issues that arise are addressed.
- Safety Coordination; OSHA certification will be required. Coordinate with third party safety consultant, make observations and recommendations on safety matters for all persons and matters related to property and MCRT Construction projects.
- Manage completion of punch list items prepared by Operations and Development.
- Responsible for acquiring knowledge of Procore, Fieldwire and MS Office.
- Participates in Company-provided training such as safety, non-discrimination, and harassment prevention.
- Complies with all Company National Standards, applicable health and safety rules and regulations, as well as applicable local, state, and federal laws.

### **Education and/or Experience**

- Bachelor's degree or equivalent experience in Business, Management or related real estate field is required for this position.
- Minimum of five years' experience is required with knowledge of construction procedures, trade practices, building codes, project scheduling, and safety procedures.
- Familiarity with federal and local municipal/regulation codes.
- OSHA Certification preferred during course of employment.
- Info Path and MS Office knowledge preferred.

### **Skills/Specialized Knowledge**

- Ability to read, write, understand, and communicate in English.
- Ability to use a personal computer and has working knowledge of Microsoft Outlook, Word, Excel and PowerPoint.
- Ability to use general office equipment, such as telephone, fax machine, printer, scanner and copier.
- Knowledge of federal, state and local codes for Handicap, Fair Housing, ANSI, Waterproof, Environment/AQI and Acoustical.
- Excellent customer service and interpersonal skills; ability to relate to others.
- Professional verbal and written communication skills.
- Strong organizational and time-management skills.
- Ability to perform basic mathematical and accounting functions.
- Ability to multi-task.
- Ability to make quick and effective decisions.

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*This job description in no way states or implies that these are the only duties to be performed by the associate incumbent in this position. Associates will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give such instructions or assignments. Further, this document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*

*Last Revised 03/20/2018*

## JOB DESCRIPTION

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- Ability to analyze and resolve problems.
- Ability to set and meet goals.
- Ability to consistently meet deadlines.
- Ability to maintain flexibility and creativity in a variety of situations.
- Ability to maintain confidentiality.
  
- Ability to drive an automobile.

### **License Requirements**

- Current, valid driver's license and automobile insurance.

### **Other Requirements**

- Must maintain professional appearance.
- Ability to be at work on a regular and consistent basis.
- Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected. Position will have responsibilities in both Portland, OR and Seattle, WA market areas.

### **Physical Demands**

- Sitting for extended periods of time.
- Moderate standing, walking, stooping, kneeling, and lifting.
- Sustains substantially recurring movement to fingers, hands, and wrists.
- Pronounced visual acuity (near and far) and field of vision.
- Ability to judge distances and spatial relationships.
- Ability to identify and distinguish color.
  
- Ability to lift and/or move up to 20 pounds.

### **Mental Functions**

- Ability to compare, copy, compute, compile, analyze, coordinate, negotiate, communicate, and instruct.
- Ability to tolerate stressful situations.
  
- Ability to work with moderate to close supervision.

### **Work Environment**

- Exposure to hot, cold, wet, humid, or windy conditions (temperatures may vary depending on the weather in the different regions).
- Exposure to noise, vibrations, atmospheric conditions, as well as working in confined or restricted spaces.

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The intent of this job description is to provide a representative summary of the major duties and responsibilities to be performed. It should be noted, therefore, that associates might be requested to perform job related tasks other than those specifically presented in this description.

I acknowledge that I have received a copy of my job description.

\_\_\_\_\_  
Associate Name (Printed)

\_\_\_\_\_  
Associate Signature

\_\_\_\_\_  
Date