

Position:	Quality Control Manager	Job Code:	11-9021 (QCMGR)
Function:	Construction	FLSA Status:	Exempt
Reports To:	Managing Director/Senior Managing Director	EEO Class:	1 st /Mid Level Offs & Mgrs

Position Summary

Quality Assurance/Quality Control (QA/QC) Plan that incorporates the policies and procedures necessary to deliver the project fully compliant with the contract documents. The Quality Control Manager will report to the Managing Director or Senior Managing Director. As a part of those managerial responsibilities the Position may supervise and administer assigned project-specific QA/QC staff.

Essential Functions/Responsibilities

- Manage the implementation of the project-specific QA/QC Plan in coordination with the project team, the owner/architect team and the contract documents.
- Confirm that sufficient qualified staff are assigned to provide the required knowledge and experience to execute the plan.
- Maintain a collaborative working relationship with owners, architects, consultants, subcontractors and vendors to ensure that the project-specific QA/QC Plan delivers a fully compliant project.
- Lead, supervise and develop all assigned MCRT QA/QC staff, including training and providing input on or completing performance appraisals.
- Ensure strict adherence to ethics and compliance requirements at all times.
- Develop a comprehensive working knowledge and understanding of the contract documents (including MCRT contracts, plans, specifications, and applicable codes.)
- Develop engineering procedures, document control, submissions management protocol creation and tracking of RFIs, material samples and other applicable documentation.
- Implement project-specific QA/QC Plan in coordination with the project safety plan.
- Understand the project execution plan and timeline and coordinate QA/QC procedures at appropriate stages of the work, in line with the project schedule.
- Continually improve strategies and tools to efficiently and effectively document, track and record compliance with the contract documents.
- Execute the project-specific QA/QC Plan in a manner that engages all project staff, subcontractors, vendors and consultants.
- Conduct testing and inspections and arrange for third-party testing and inspections. Analyze and report the results.
- Expand the development of the plan as the project progresses as appropriate to expand the program by continually improving procedures.
- Direct removal and replacement of and document all non-compliant materials and/or workmanship. Document compliance after corrective work is completed prior to starting any subsequent work.
- Research and apply additional QA/QC and LEAN procedures to enhance the quality of project delivery.
- Oversight of project close-out and quality reports.
- All other duties as assigned.

Education and/or Experience

- Bachelor's degree in Engineering, Architecture or Construction Management
- A minimum of ten years' relevant construction experience that bridges both field and engineering responsibilities.

Skills/Specialized Knowledge

- Knowledge of the construction process, means and methods, and materials, their characteristics, installation procedures and tolerances.

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

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- Strong computer skills and familiarity with Microsoft Office suite, Procore and Textura. Very strong verbal and written communication skills are required.
- Proven leadership qualities and skills with the desire to teach and mentor staff.
- Shall have completed the CQM course (Construction Quality Management for Contractors).

License Requirements

- Valid State Issued Driver License

Other Requirements

- 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

- Ability to maneuver in and around a construction site including climbing ladders and temporary stairs
- Ability to communicate well in English both written and verbally
- Ability to work in an environment which at times will be dusty and noisy
- Ability to lift items of different sizes and configurations weighing up to 50 pounds
- Specific vision abilities may include close vision, peripheral vision, depth perception, and the ability to adjust focus
- Requires the use of hands to finger, handle, or feel objects, tools or controls, sit, talk and hear, stand, climb, balance, stoop, kneel, crouch or crawl

Mental Functions

- Ability to multi-task
- Ability to work in a fast paced environment
- Ability to address and work on unanticipated challenges or changes in the work in progress

Work Environment

- Regularly works at the construction work site, exposed to moving mechanical parts; high precarious places; fumes or airborne particles; outside weather conditions. Noise is usually moderate to very loud.
- Varies and included working in an office setting and on an active construction site within a temporary construction office or trailer.

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 may be requested to perform job related tasks other than those specifically presented in this description.

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

Associate Name (Printed)

Associate Signature

Date