



TIKIGAQ Corporation
Office of Human Resources
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SITE SAFETY AND QUALITY CONTROL	
Approved Date:	
Job Code: #####	FLSA : Exempt

JOB SUMMARY: Under close supervision of the Project Manager, the SSQC conducts daily quality control, safety and health inspections and maintain a written log which includes area/ operation inspected, date of inspection, identified deficiencies and /or hazards, recommended corrective actions, estimated and actual dates of corrections. Attach safety inspection logs to the daily quality control report.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

Ensure sub-contractor compliance with safety and health requirements.

Perform inspection of work order request, take pictures and document.

Re-inspect after work orders and completed and document.

Daily log report of work completed.

Participated with construction and/or revision of SOP for inspection.

Evaluate problems and make initial recommendation for possible corrective action to Project Manager.

Accurately document the result of inspects.

Maintain control of all documents and files of inspections.

Performs other duties as assigned.

KNOWLEDGE and SKILLS

- Knowledge of applicable Federal and State law, regulations, rules, policies and processes. Including substantial knowledge of relevant specialized fields such as self-determination/self-governance, health law, employment law & construction law.
 - Knowledge of TIKIGAQ Corporation culture(s) and politics.
- <leave a space between Knowledge and Skill sections; end each bullet with a “..”>*
- Skill in verbal and written communication.
 - Skill in legal research and analysis.
 - Skill in identified areas of expertise, such as litigation, transactions, investigations, policy analysis, etc.
 - Skill in establishing and maintaining cooperative working relationships with individuals with wide array of cultural, political, educational, socio-economic, geographic and linguistic backgrounds.
 - Skill in addressing sensitive issues and situations.
 - Skill in advising leaders of complex organizational units.

MINIMUM EDUCATION QUALIFICATION

High school diploma.

MINIMUM EXPERIENCE QUALIFICATION

3 to 5 years of Quality Control experience in the field of building remodeling, repair and maintenance inspection. General proficiency of Microsoft Excel/Microsoft Word.

MINIMUM PHYSICAL REQUIREMENTS

While performing the duties of this job the employee is regularly required to stand, walk, use stairs and sit for extended periods of time. Must be able to lift 50 lbs.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Signature

Date

Supervisor Signature

Date