



AGVIQ LLC
Office of Human Resources
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QUALITY CONTROL MANAGER	
Approved Date: 2023	
Job Location: Washington State Island County	FLSA : Non-Exempt

JOB SUMMARY: Under general direction of Project and Program Quality Control Manager/s and Federal Quality Management Programs, ensures the organization and its subcontractors adheres to and is in compliance with applicable codes, procedures and regulations as outlined in Project Quality Control plans during project planning, execution, and reporting.

*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

Evaluate Project Specifications and examine them in accordance with customer design requirements. Identify potential conflicts with the design as needed. Develop Testing Plans and Logs in accordance with the Project Design and Contract. Review any requests for changes in scope of work. Determine whether proposed products meet or exceed the specifications provided within a project's design. Perform tests and inspections of both work in progress and completed tasks for discrepancies/deficiencies in accordance with the Quality Control Plan, safety and contract requirements, and design specifications. Schedule, execute, and document all tests and inspections in accordance with the Quality Control and Testing Plans. Reconcile final inspection documentations for shipments. Set quality assurance compliance objectives to achieve the targets.

Develop and generate Submittal Registers. Develop, generate, and track submittals. Develop, generate, and track requests for information (RFI's). Develop, generate, and track design-change requests. Work with subcontractors and vendors/suppliers to ensure materials are in compliance with specifications. Develop suggested and proposed alternatives to conflicts encountered and provide to clients and designers of record (DOR).

Generate spreadsheets for data collection and government submittal record-keeping. Accomplish quality control documentation, inspection findings, and miscellaneous reports. Samples and evaluates actual performance standards with established goals, programs and requirements. Helps perform periodic inventories and prepare material requisitions for replacement items as required. Collating and analyzing performance charts and data against defined parameters.

Ensure product compliance with international and national legislation and standards. Interact with government source inspector and quality assurance as needed. Work in conjunction with project leadership and personnel to ensure products and tasks are in accordance with project specifications and if any improvements or corrective actions need to take place. Attend and participate in project meetings and note any relative information. Support other department staff as needed.

Performs other duties as assigned.

KNOWLEDGE and SKILLS

- Knowledge of QC/QA principles
- Knowledge of federal and state codes
- Knowledge of Government (Federal and State) construction and remediation means and methods
- Proficient with Microsoft Office Software and Adobe
- Skill in mathematical functions
- Obtain Government Clearance to access Federal Facilities and Military Installations
- Skill to perform multiple tasks in fast paced environment
- Skill to keep accurate records
- Skill to organize, plan, and problem solve

MINIMUM QUALIFICATIONS

- Bachelor's degree is desirable but not required; experience can substitute.
- Minimum of 10-years' experience in construction and/or environmental remediation with at least 5 of those years as a quality control manager or similar capacity on projects similar in size and complexity
- Must hold current United States Army Corps of Engineers Construction Quality Management for Contractors certification.
- Ability to pass US Federal Government Security Background Check

PREFERRED QUALIFICATIONS

- Ability to perform in other capacities such as Site Safety and Health Manager
- Knowledge of Water Treatment Plants and other Remediation Systems
- Knowledge and understanding of Basic Electrical and Instrumentation and Controls Systems
- Knowledge and understanding of Basic Structural Design Criteria and testing of Subgrade aggregates, soils, cast-in-place and pre-cast concrete structures, basic steel support structures, chemical analytical testing of soil and water

MINIMUM PHYSICAL REQUIREMENTS

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to lift approximately 20 pounds.

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.

We are an Affirmative Action/Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of: race, color, religion, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.