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QUALITY CONTROL MANAGER/SSHO	
Approved Date: 2023	
Job Code: #####	FLSA : Exempt

JOB SUMMARY:

Dual Hat Quality Control Manager, Site Health and Safety Officer is a project hire, full-time position that will work remotely throughout the United States located at various project sites. The Candidate will provide onsite Quality Control and or Health and Safety management on construction projects to ensure compliance with contract requirements. Projects may include earthwork; demolition; installation and operation of treatment systems; civil construction.

*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.*

Quality Control Manager (QCM) REPRESENTATIVE DUTIES

- Read, Interpret and Understand contract drawings, specifications, reference codes and standards.
- Work in conjunction with project leadership and personnel to ensure products and tasks are in accordance with project specifications.
- Organize, attend, participate and document project meetings.
- Complete Daily Quality Control documents/reports.
- Evaluate planned and completed work against design requirements.
- Identify potential conflicts with the design as needed.
- Develop Testing Plans and Logs in accordance with the Project Design and Contract.
- Collect and document environmental samples collected for analysis from groundwater, soil and air in accordance with industry practice and project sampling plans.
- 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.
- Determine whether proposed products meet or exceed the specifications provided within a project's design.
- 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.
- Generate all site level quality control documentation, inspection findings, and miscellaneous reports.
- Interact with government representatives and quality assurance personnel as needed.

Site Safety and Health Officer (SSHO) REPRESENTATIVE DUTIES

- Implement and administer the accident prevention plan (APP), site-specific Health and Safety Plan (SSHP), and USACE EM-385-1-1 safety program requirements.

- Performs duties in accordance with company health and safety program procedures and the site-specific health and safety plans.
- Serves as safety and health competent person.
- Conducts daily site inspections.
- Document incidents, hazards, behavior-based safety observations, and corrective actions.
- Coordinates daily site wide tasks with Project Supervisor addressing safety concerns and resolutions.
- Conducts site-monitoring as needed.
- Ensures all training for site personnel is accomplished and current.
- Reviews and assists with preparation of Job Safety Analyses (JSAs), Activity Hazard Analyses (AHAs).
- Communicates with project team and company management taking necessary action when behaviors or conditions observed are unsafe.
- Prepares and presents daily safety meetings.
- Investigates incidents and conducts root cause analyses with support from the Project Manager and Project Health and Safety Manager.

Performs other duties as assigned.

KNOWLEDGE and SKILLS

- Knowledge of QC/QA principles (US Army Corps of Engineers 3 Phases of Construction)
- 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 to perform multiple tasks in fast paced environment
- Skill to keep accurate records
- Skill to organize, plan, and problem solve

MINIMUM QUALIFICATIONS

- High School graduate plus specialized training in the area of Construction disciplines.
- A Degree in a related discipline is preferred. A minimum of five (5) years construction related experience is required.
- An equivalent combination of education and experience may be considered.
- Ability to pass US Federal Government Security Background Check and Obtain Clearance to access Federal Facilities and Military Installations

PREFERRED QUALIFICATIONS

- CPR/First Aid Certified
- USACE Construction Quality Management for Contractors Certification
- OSHA 30-hour

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. This position requires the ability to traverse work sites, see, hear, and verbally communicate with co-workers and clients. Tasks may involve bending, stooping, sitting, walking, or standing for prolonged periods of time; Exposure to the elements with weather that may include extreme heat, cold, wind, rain or other inclement weather, walking over rough and uneven surfaces, and routine lifting of up to 40 pounds. Must have the ability to properly use personal protective equipment (PPE) at all times including but not limited to; hard hats, steel-toed boots, eye protection, respiratory protection, and hearing protection.

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.