

HENDRICKSON TRANSPORTATION, LLC

Job Description Form



Division/Department	Construction
Location	2762 310 th Street, Hamburg, Iowa
Job Title	Quality Control Manager
Reports to	<i>Title</i> Project Manager

Level/Grade: Third Level	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours: 40+ / week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt Hours are defined with scope of work and may include up to 12 hour shifts, seven days a week.
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GENERAL DESCRIPTION

It is the responsibility of the Quality Control Manager to ensure the overall effectiveness of the Quality System for a specific project. Regardless of other duties, the QC Manager is responsible for:

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Planning project quality controls required by the Hendrickson Transportation quality systems and contract requirements
- Fully implementing all provisions of the Hendrickson Transportation Quality System and related documents on the project.
- Manage the operation of the Hendrickson Transportation Quality System on the project.
- Implement and manage all phases of quality control
- Communicating project-specific quality requirements to all affected departments, subcontractors and suppliers, and customers
- Ensuring that the Quality System is established and implemented by persons doing work that impacts quality
- Monitoring progress of activities
- Identify quality problems
- Ensuring that the Quality System is maintained
- Acting as the project quality liaison with parties outside the company on matters relating to quality
- Performing periodic quality system reviews and audits
- Reporting to senior management on performance of the Quality System, including needed improvements
- Review and approval of all project Quality System records
- Review and approval of project quality-related contract submittals
- Managing all project inspection and quality control activities
- Controlling corrective actions
- Verify implementation of corrective actions and preventive actions
- Resolving quality nonconformances
- Qualifies outside organizations, subcontractors, vendors and suppliers to ensure that they are capable of completely carrying out the assigned quality responsibilities before approval and signing of the contract, purchase order, or work order
- Procure and maintain credentials of testing laboratories that will be performing tests for the project
- Prepare quality inspection and test plans for the project
- Identify Nonconformances
- Prepare and submit Nonconformance Reports and Controls
- Assign disposition of Nonconformance Reports
- Identify Corrective Actions
- Make modifications as necessary by making changes to material specifications, personnel qualifications, subcontractor and supplier qualifications, company standards and inspection processes
- Maintain records of specific quality activities that occur through the duration of the project
- Identify each phase of construction feature of work that requires separate quality controls
- Inspect the completed project and verify conformance to contract specifications
- Ensure all employees and subcontractors receive training on relevant elements of Company Quality System, Control Plan and Quality Standards

The QC Manager has the authority to:

- Stop work when continuing work may adversely affect quality or cover up a defect
- Prevent the use of equipment or materials that may adversely affect quality or cover up a defect
- To direct the removal and replacement of any non-conforming work, equipment, or material by Hendrickson Transportation, any subcontractor, or any supplier.
- Suspend work and/or supply of materials by any staff member, subcontractor personnel, or supplier as deemed necessary to assure quality results.

JOB REQUIREMENTS

- Outstanding verbal, organizational and written skills
- Experience working with staff on all levels
- Demonstrates experience of ethical leadership
- Strong abilities to understand new issues quickly and make wise decisions
- Proven negotiation skills
- Ability to inspire confidence and create trust
- Ability to work under pressure, plan personal workload effectively and delegate
- Aptitude in decision-making and problem-solving
- Vast knowledge of competitive bidding/estimating
- Proven quality control planning

Physical Requirements:

- Ability to sit for extended time periods
- Ability to stand in an upright position for extended time periods
- Ability to respond quickly to sounds
- Ability to lift heavy objects
- Ability to move safely over uneven terrain or in confined space
- Ability to carrying, grasp, reach for objects
- Repetitive motion, wrists, hands and fingers
- Ability to push or pull objects

WORK EXPERIENCE REQUIREMENTS

- Five years of experience working in the field of related projects
- Five years of experience working in administrative operations in the field of related projects
- Experience working with project related software and applications, e.g. Microsoft Office 365 Suite
- Five years experience of working with federal contracts

EDUCATION REQUIREMENTS

- High school diploma or GED
- Construction Engineer Degree or Accreditation preferred but not required if experience requirements are met
- 30 HR CONSTRUCTION OSHA Certification
- CQCM Certification

PROMOTION PATHWAY

— Project Manager

REVIEWED BY

Title

APPROVED BY

Title

DATE POSTED

DATE HIRED