

RQ CONSTRUCTION, LLC.

Job Description

Position Title:	Mechanical Quality Assurance/Quality Control Manager
Department:	Operations
Type of Position:	Full-Time
FLSA Status:	Exempt
Report Structure:	Reports to the Start Up/Commissioning Manager, with oversight from the Operations Manager.

GENERAL SUMMARY/ESSENTIAL PURPOSE:

This position is primarily responsible for ensuring the quality of the fabrication, installation, and testing of all mechanical systems.

This position is also responsible for ensuring that mechanical and plumbing work is installed in accordance with the specifications and RFP for any given project and documenting the acceptance of the work. Travel (approximately 20% of the time) will be required. This is all to be done in support of RQ's Mission, Vision, and Values.

COMPETENCIES REQUIRED:

- CQC System/3 Phases of Control - Consistent application through duration of project
- Knowledge of RFP - Understands how the RFP relates to setting expectations for a project
- Submittal Management – Coordinate with the PE's and APM's for multiple projects to maintain an overall submittal log across all Mil-cons.
- Document Control and Reporting – In conjunction with Field Supervision maintain inspection and testing logs across all projects.
- TAB/Cx Management – Assist the Mechanical Start up and Commissioning Manager to plan and execute protocols in support of third-party TAB/Cx entities for the prompt closeout of contracts.
- Team Interaction - Functions as a key member; actively contributes to the success of projects goals in addition to QC; is helpful to others; acts professionally and objectively in work situations.
- DoD Construction Knowledge - Understands trade processes, procedures, sequencing and how one interacts with or impacts the other, as well as DoD procedures.
- Balancing Admin and Field Time - Effective time management. Ability to plan and organize to meet all administrative requirements and reduce risk through routinely conducting thorough inspections in the field.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Conducts inspections, which include monitoring and checking the quality of work in the areas of plumbing, mechanical piping, sheet metal, and insulation for RFP and contract document compliance.
2. Prepares inspection reports and issues nonconformance reports to project team.
3. Checks subcontractors' activities on a weekly basis including verification of personnel qualification, plans and phase of work.
4. Collaborates with onsite construction personal, engineering and design teams and commissioning agent as needed.
5. Assists (as needed) with the submission of project documents to the government.
6. Evaluates procedures in accordance with project specifications.
7. Reviews and approves contractor inspection reports, audits, and other pertinent reports such as, as built drawings, etc.
8. Attends all critical pre-startup, functional testing and commissioning conferences with subcontractor, consultants, government personnel and manufacturer's representatives.
9. Performs other duties as assigned and agreed upon with supervisor.¹

QUALIFICATIONS: (Knowledge, skills, abilities, and other characteristics needed to perform job)

- Knowledge of project plans, specifications, shop drawings, blueprints, and models to assist in quality control management.
- Knowledge of building and construction materials, methods, terminology, phases, documentation, and the tools involved in the construction, repair, or remodeling of buildings and other structures to assist in quality control management system implementation on a project site.
- Demonstrates troubleshooting and logical analytic skills to determine the cause of operating errors, conduct tests and inspections to evaluate quality or performance, and deciding what corrective action to take to fix any problems.
- Demonstrates speaking and writing skills to effectively convey information to groups or individuals as appropriate.
- Ability to inductively combine pieces of information into general rules or conclusions

¹ This is considered a marginal function as defined by the Americans with Disabilities Act, meaning: 1) It is not one of the primary reasons that the position exists, 2) It does not require expertise to perform, and 3) There are other employees available who could perform the function, if needed. This duty is still required to be performed in this role, however.

and deductively apply those general rules or conclusions to specific project quality control problems.

- Ability to use Microsoft Office (Word, Excel, Outlook, etc.) and the Internet to assist in completing various aspects of the position.
- Ability to operate project software formats (Viewpoint, SharePoint, RMS/QCS, etc.) to assist in managing the quality control administrative duties associated with the position.
- Demonstrates consistent commitment to RQ's Mission, Vision, and Values.

EDUCATION & EXPERIENCE:

- A BA/BS degree in Construction Management, Mechanical Engineering, or related field is the minimum formal education required for this position. A combination of equivalent work experience (ex. five years as a Superintendent/Quality Control Manager for a mechanical subcontractor) and training in the field (ex. two or more years in construction) may be qualifying.
- Five or more years as a Quality Control Manager (QCM) for a mechanical subcontractor strongly preferred.
- Specialty inspection training and licenses/certs highly desired.
- Computer literacy (Microsoft Office, Outlook, Internet, etc.) required.
- CPR, First Aid, and OSHA 30-hour Certifications required. Training can be provided.
- Army Corps of Engineers Construction Quality Management Certificate required. Training can be provided.
- Army Corps of Engineers EM385-1-1 40 Hour Safety preferred.
- Travel will be required (approximately 20% of the time outside of the assigned location).

WORKING CONDITIONS:

While working on the jobsite, individuals will be outside on an active construction site, in a trailer with job site management team, and at clients' facilities. Job walks and inspections indoors and outdoors are required. Jobsite appropriate attire, including PPE, is necessary. Flexibility to work outside normal business hours and travel to project job sites will be required. Travel to job sites includes overnight travel and the possibility of relocation will be required.

PHYSICAL DEMANDS:

May be required to lift up to 50 lbs. Job site work may involve extended periods of walking or standing and additional limited physical requirements, including climbing ladders, scaffolding, maneuvering around small obstacles, moving through cramped quarters, crawling, utilizing motorized man lifts, etc. Also requires basic office work, including sitting, walking,

climbing stairs, kneeling, bending, and operating office equipment that is hand operated.

Driving required

– must have valid driver's license for three or more years; proof of automobile liability insurance required when driving personal vehicle

WITHHELD AUTHORITY:

Seeks approval from the Start Up/Commissioning Manager and Operations Manager for changes to or deviations from the CQC Plan for a project. Seeks approval from the PM or Operations Manager for project specific purchases outside of the spending matrix. Defers production schedule commitments and cost commitments to the PM and Operations Manager.

I have read and understand the essential requirements of this Job Description and have addressed any concerns or questions with the Operations Manager. I understand that this Job Description may not cover all the duties and responsibilities I may be required to perform in my position. I also understand that this Job Description does not create an employment contract, implied or otherwise, and that RQ Construction, LLC. is an "at-will" employer.