

RQ CONSTRUCTION, LLC

Job Description

Position Title:	Construction Quality Control (CQC) Manager/Alt. QC Manager
Department:	Quality Control/Operations
Type of Position:	Full-time
FLSA Status:	Exempt
Report Structure:	Reports to the assigned Project Manager (PM) for project-specific activities, overseen by the Project Executive (PX). This position has no direct reports.

GENERAL SUMMARY/ESSENTIAL PURPOSE:

This position is responsible for planning, coordinating, and implementing a project-specific quality control program, executing its performance according to contract requirements, completing administrative documentation on time, and cultivating customer satisfaction with the client, all in alignment with 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** - Proactively manages the submittal process; is ahead of work before it starts and maintains a lead on the process throughout the project.
- **Document Control and Reporting** - Maintains thorough, organized, accurate, and timely documentation as needed for the project.
- **TAB/Cx Management** - Proactively plans the path toward TAB/Cx and then drive the process for successful completion.
- **Team Interaction** - Functions as a key member; actively contributes to the success of projects goals as a whole 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.
- **Scheduling/Strategic Planning** - Looks ahead pro-actively, constantly reviewing upcoming processes on a project and sees how they tie into the greater strategy of the project.
- **Customer Focus, Interpersonal Skills, and Teamwork** - Gets along, is positive, regarded highly by others on and outside team; sees team success as more important than perceived "self"



success; builds others up and provides support to team members.

- **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.
- **Meeting Management** - Sets and controls agenda; leads; maintains accurate minutes and follow-up as needed to ensure follow-through.
- **Ability to Provide Solutions** - Provides potential solutions to achieve delivery levels (quality) and to ensure quality work.

Commitment - Give it your best at all times; demonstrates dedication to this profession, team, & goals; someone prepared for the work each day who takes deliberate action to make outcomes better & able to create a little time to help others regularly.

- **Communication** - Able to share information and/or ideas with others and being understood. Listening & articulating; balance in self- esteem/ego. Able to listen as well as speak, be “present” in conversation & engaged. Tolerant & respectful of differing views & ability to seek win-win resolution to disagreements.
- **Initiative** - Ability to pull needed information from others, manage conflict in a healthy manner and tackle the “tough” things to meet challenges to a successful project delivery. Courage to admit errors and take corrective actions as early as possible and learn from mistakes for the success of the project and all stakeholders.
- **Ethics and Integrity** - High character displayed, understands standards but also those “grey” areas & address those with additional caution. Ability to recognize breaches & elevate any concerns; be transparent & truthful.
- **Discipline** - Do all of the above (be dependable, communicate, demonstrate initiative, ethics and integrity) and more with a good attitude, hang in there when challenges arrive. Be intentional/proactive in planning and execute work to ensure work is completed on or before schedule; apply yourself fully to the mission at all times; seek personal growth but also balance in life.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Maintains regular attendance on the assigned jobsite per specifications described in the contract documents. No work can be performed without the QCM or Alt QCM being present on the jobsite.
2. Ensures Design and Construction Submittals are reviewed and approved as required by contract. Certifies for compliance prior to allowing material on site and any segment of work to proceed.
3. Conducts daily site observations and inspects all work/re-work and materials, using certified QC Specialists (as applicable) to ensure compliance with contract requirements. Notifies the Superintendent of any non-conforming segment of work. Oversees the removal and inspects the replacement of any defective work.
4. Studies and reviews all RFP, drawings, and specifications, etc. to gain an understanding of the project scope and all definable features of work (DFOW's), in order to ensure the quality of production, and to identify any potential QC challenges throughout a project.

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5. Implements the Three Phases of Control plan for each DFW except for those phases designated to be performed by QC Specialists, and maintains clear communication of progress in the preparatory, initial, and follow up phases of the QC program to necessary stakeholders.
 6. Responsible for managing submittal coordination and process with assistance from other project team members.
 7. Conducts daily Follow-up inspections of each DFW being put in place to ensure on going compliance with the contract documents and that no non-conforming work is being concealed. Records any deficient items on the Daily Report and tracks on the Rework Items List until item is corrected.
 8. Executes authority to immediately stop any segment of work that does not meet established QC requirements or that does not comply with the contract documents or is a safety hazard. Directs the Superintendent in the removal and replacement of any defective or non-compliant work.
 9. Coordinates and ensures that all on-site and off-site testing and inspections are performed in accordance with the contract documents, maintaining all appropriate logs and reports pursuant to the contract documents. Reviews all Test & Inspection Reports and notifies the CO of all deficiencies and corrective actions as needed.
 10. Maintains hard copy of submittals and product samples on site, updates and maintains the submittal register, hardcopy/e-files, and processing/tracking of submittals.
 11. If assigned to USACE projects, updates the RMS/QCS system daily and ensures all deficient items are closed in a timely manner by appropriate team members. If necessary, notifies PM to help resolve outstanding deficient items.
 12. Manages, schedules, and coordinates all QC Specialists and test and inspection engineers and technicians.
 13. Seeks "Outstanding" QC evaluations from the client regarding all aspects of a project with assistance from the project team.
 14. Completes an Initial Phase inspection meeting when a pre-determined representative portion of each DFW is complete. Verifies that the established quality level of workmanship is being maintained and that the work is in compliance with the contract documents. Ensures that all required testing is performed.
 15. Assists the project team and SSHO in implementing and monitoring the RQC Safety Program throughout the duration of a project providing support as needed, to ensure safe procedures on a project site. May cross-train with the SSHO to ensure proper Safety coverage of the project site, if permitted and approved.
 16. Prepares Daily QC Reports maintains electronic and hardcopy documentation and filing onsite. May recruit assistance from the FA, PE, APM to complete report



preparation and filing tasks.

17. Responsible for the development, completion, and maintenance of all QC related documentation, ensuring the currency and accuracy of all files and documentation for compliance to contract requirements and audit purposes.
18. Updates As-Built Drawings daily, and maintains a current set of as-built drawings on site at all times. Maintain a log of all as-built notations. Verify and initial each notation for accuracy and completeness.
19. Maintains any rework activities on the Rework Items List and notes date of deficiency and correction.
20. Holds a Preparatory Phase meeting prior to the commencement of each DFW, having reviewed the drawings, specifications, and approved submittals prior to meeting to ensure compliance. Discusses test and inspection requirements, means and methods of performing work, sequencing, duration, and quality of workmanship. Review AHA's and Job Site Safety rules with the Foreman and work crew.
21. Conducts weekly QC and Production Meetings throughout the construction period with the Project Team, Design QC (DQC), Commissioning Agent (CxA), DOR, and CO. Participation in these meetings by others shall be suitable for the phase of work. Documents the meetings using the approved meeting format and distributes meeting minutes to all participants.
22. Ensures that the PM has procured the qualified testing agencies and QC Specialists per the contract requirements prior to the installation of any work.
23. Responsible for obtaining written Test and Balance (TAB) and Commissioning Plans, monitoring progress against the plans and schedule and coordinating timely rework of deficient items identified during the TAB and cross-checking process and site walks.
24. Maintains accurate meeting minutes from all QC-related meetings and distributes reports, as necessary, with the support of the FA.
25. Trains, mentors, and leads project team members in utilizing and understanding the QC System.
26. Prepares and maintains a QC 4-Week Look Ahead schedule of QC activities that correlates with the Superintendent 4-Week Look Ahead schedule and reviews schedule with the Superintendent and PM on a weekly basis to eliminate possible conflicts, communicating the schedule to all necessary stakeholders.
27. Collaborates with the project team to ensure deliverables including required keys, OEM's, Warranty Certificates, Training Sessions, As-Built Drawings, and spares are correct and complete and submitted to the Contracting Officer.
28. Performs contractor Punch-Out and participates in the Pre-Final and Final Acceptance

Inspections by verifying that all items identified in the inspections are corrected in a timely manner.

29. Collaborates with all stakeholders during the start-up to set and determine client expectations for QC Management and resolve any issues or discrepancies in the CQC Plan.
30. Maintains constant communication with the project team and stakeholders regarding any proposed changes to the approved CQC plan, notifying the contractor officer (CO) of any proposed changes and updates the CQC Plan as required.
31. Exercises judgment and the authority to remove any individual from site who fails to perform work in a skillful, safe, and workmanlike manner, or whose work does not comply with the contract plans specifications.^M
32. Monitors and records the billable hours and the scope of work performed by specialty inspectors, technicians, and audits monthly billing for accurate reporting.
33. Reviews and approves monthly contractor billing, and provides an updated Submittal Register to the PM to assist with monthly billing requirements.
34. Assists the project LEED manager in tracking, collecting, and preparing LEED documentation in compliance with the project certification requirements. The project PE or APM may be designated as the LEED manager on the project.
35. Participates in the Post Award Kick-Off (PAK), Partnering, Pre-construction, Design Development, and Coordination meetings, as directed, during the conceptual and pre-construction phase of a project.^M
36. Participates in and conducts a Mutual Understanding Meeting (MUM) with the client to present the RQ Construction Quality Control (CQC) plan for administering the Quality Control program and for ensuring the quality of production utilizing the government Three Phases of Control system.^M
37. Certifies and signs a statement on each invoice that all work to be paid under the invoice has been completed in accordance with contract requirements.
38. Participates as a member of the Ops Department team, providing innovative ideas for process improvement and standardization.
39. Reviews and updates the Performance Assessment Plan (PAP) with the PM and Superintendent on a monthly basis, beginning a month after the PAK.
40. Performs other duties as assigned and agreed upon with supervisor.^M

^M 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.



Total Time = 100%

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

- Knowledge of project plans, specifications, shop drawings, samples, and models to assist in quality control management.
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- 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.
- Knowledge of administrative and management principles involved in project planning, resource allocation, leadership technique, production methods, and coordination of people and resources to assist in quality control management.
- Knowledge of arithmetic, geometry, and their applications to a project as they relate to quality control management.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar to assist in understanding and interpreting technical specifications.
- Demonstrates active listening and learning by giving full attention to what others are saying, taking time to understand the points being made, asking questions as appropriate, and applying newly acquired information to both current and future problem-solving and decision-making.
- Demonstrates coordination and monitoring skills, to assist in adjusting project quality control actions in relation to others' actions and to assist in monitoring/assessing performance of a project, oneself, other team members, or organizational members to make improvement.
- Demonstrates reading comprehension skills to facilitate the understanding of work related documents, answering inquiries regarding quality control practices, and incorporating the implications of new information into system management, documentation, monitoring, and improvement processes for quality control management.
- 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.

- Demonstrates complex problem solving and critical thinking skills to identify, implement, and/or monitor alternative solutions.
- Demonstrates time management skills to achieve personal, team, project, and corporate objectives as related to quality control.
- Demonstrates judgment and decision making skills in determining the relative value and benefits of potential actions on a project, team member, etc., and to choose the most appropriate option.
- Ability to comprehend and follow written and oral instructions to assist in communicating information and ideas in a way that others will clearly understand.
- Ability to tell when something on a project is wrong or likely to go wrong through problem sensitivity and identification.
- Ability to inductively combine pieces of information into general rules or conclusions 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 Industrial/Construction/Electrical/ Mechanical Engineering, Construction Management, Architecture, or related field is the minimum formal education is preferred for this position. A combination of equivalent work experience and training in the field may be qualifying.
- Five or more years combined experience (or equivalent) in commercial construction industry as a Superintendent, QC Manager, Project Manager, or Project Engineer required, as well as two years' experience as a QC Manager.
- A current USACE CQM for Contractors Certificate is required and RMS/QCS training is preferred (training is available).
- Specialty inspection training and licenses/certs highly desired.
- LEED AP, AP+ or Green Associate (GA) Certificate preferred.
- Level 1 EM 385-1-1, CRP, First Aid, OSHA 30-hour certifications required. Training can be provided.
- Computer literacy (Microsoft Office, Outlook, Internet, etc.) required.
- Specific software literacy (Viewpoint, RMS/QCS) preferred.

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.

Working conditions are typical for an office environment in the corporate office.

Excellent individual performance is expected. Company goals will be realized through dedicated teamwork pursuing Company objectives.

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.