

Construction Quality Control Manager

POSITION SUMMARY: The Construction Quality Control Manager (CQCM) is responsible for managing and performing the daily QC responsibilities of specific construction projects to ensure the project is constructed in accordance with the established minimum standards. The CQCM role includes direct oversight and review of the entire documentation and physical inspection phase of the work flow process and working with other in-house personnel (e.g.: Project Managers, Superintendents, etc.) and external personnel to produce and document a quality product. The CQCM reports directly to the Project Manager. The qualified CQCM will have strong working knowledge of civil, architectural, mechanical and electrical work; strong knowledge of the sequencing of work and the strategy of creating effective project schedules; good understanding of project change administration and the effect of the quality aspects of the project; solid understanding of means and methods of construction for civil project work and/or the renovation of commercial and industrial facilities; and be proficient with computer software used in the construction industry.

KEY or ESSENTIAL FUNCTIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The essential functions of the position include but are not limited to the following:

- Perform all of the major QC activities required to construct the project at hand and to provide in a timely manner the written documentation described in each project's specific contract documents
- Create, update and maintain the project submittal log and all other project specific quality control reports
- Review shop drawings and submittals for conformance with project specifications by direct review and by leveraging the knowledge and experience of others in the project team when necessary
- Chair and document weekly QC meetings with the superintendent and provide written minutes as described in project specific contract documents
- Provide written daily QC reports that reinforce activities that are being constructed in conformance with each specific project's established standard and constructively confronts non-conformances to produce the desired outcome in a timely manner
- Conduct preparatory, initial and follow-up meetings to establish an understanding of the standards of care desired for each definable feature of work. Verify that checklists are being used and signed off prior to the placement of concrete, steel and other similar items of work
- Verify and document that all materials received for the project are in conformance with the approved submittal, are handled and stored appropriately and are acceptable for use in the project
- Conduct preconstruction meetings with new and existing subcontractors and the superintendent at least two days prior to the start of each new phase of the work to discuss issues that affect quality. Document these meetings in the daily QC report and Preparatory Phase reports

- Schedule, document the results of, and maintain a log of all code and independent inspections that are required. Clearly document, correct and re-inspect all non-conformances prior to covering up work
- Conduct periodic follow-up inspections to verify that work is proceeding with the contract documents and the approved submittals. (Desired results come from what is inspected, not what is expected.)
- Coordinate and document the testing and commissioning of building systems
- Document and distribute pre-punchlists, punchlists and the completion of these lists
- Document final inspections, certificates of occupancy and acceptance of the works and various phases thereof
- Maintain the project "as-built" drawings on a daily basis
- Assemble and forward project closeout documents that include O&M manuals, as-builts and warranties
- Stop work if necessary to resolve matters that affect safety, quality and/or inhibit the logical progress of work

COMPETENCIES:

- Leadership
- Strategic thinking
- Business acumen
- Problem solving/analysis
- Decision making
- Performance management
- Results driven
- Communication proficiency
- Financial management

QUALIFICATIONS/REQUIREMENTS:

This position requires a minimum of 5 years of related industry experience and an education the equivalent of a bachelor's degree in engineering, construction management or architecture, and 10 years of relevant experience. The position also requires professional credentials, including current CQM certification issued by USACE.

WORK ENVIRONMENT:

This job operates on a construction jobsite. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, and use a computer.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a full-time position, and general hours of work and days are Monday through Friday, 8:00 a.m. to 5:00 p.m.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities