

## QUALITY CONTROL MANAGER

- Managing and performing the daily QC responsibilities to ensure projects are constructed in accordance with the established minimum standards and specifications. Direct oversight and review of the entire documentation and physical inspection phase of the workflow process and coordination with personnel, subcontractors, suppliers, and clients to provide and document a quality product.
- Be on the project site at all times during physical work activities.
- Lead planning, development, and implementation of the Quality Control Management Plan and system for all work divisions from notice to proceed through final customer acceptance.
- Establish and lead quality control initiatives, activities, and corrective actions.
- Review project specifications for project quality requirements and ensure work performed on-site complies with contract requirements.
- 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. Coordinate the approval of material submittals and track the status of approval to completion.
- Provide site inspections and testing in accordance with ABAA protocol to verify conformance with the manufacturer's instructions, the ABAA QAP Quality Assurance Program.
- Testing an air barrier system for air tightness:
  - Conduct inspections and testing at 5, 50, and 95 percent completion of this scope of work. Forward written inspection reports to the Contracting Officer within five working days of the inspection and test being performed.
  - If the inspections reveal any defects, promptly remove and replace defective work at no additional expense to the Government.
- Manage Non-Conformance Notices and the Request for Information process through corrective action.
- Manage and resolve issues in conjunction with the project superintendent and the project manager.
- Record daily quality control observations on all construction activities in daily inspection logs and take photos of the progress.
- Conduct preparatory, initial and follow-up meetings to establish an understanding of the standards of Construction desired for each definable feature of work. Verify and document that all materials received for the project are in conformance with approved submittals, and contract specifications. Verify all onsite materials are handled and stored properly for use on the project.
- Conduct pre-construction meetings with the superintendent and all subcontractors prior to the start of each new phase of work.
- Conduct weekly QC meetings with the superintendent and provide daily QC reports as described in project contract documents.
- Create, update and maintain project submittal logs and all other project-specific quality control reports. Ensure testing facilities, laboratories, and equipment conform to specification requirements. Verify testing procedures meet requirements, calibrations are current, and review/verify test reports meet contract requirements.

- Collaborate with Project Managers to ensure that the Three-Phase Process (the preparatory, initial, and follow-up phases) is integrated into project schedules.
- Provide oversight to subcontractors, clients, and project team members to ensure that construction activities are completed according to design.
- Conduct follow-up inspections to verify all work is being performed in accordance with the contract documents, pertinent building codes & practices and the approved project submittals (Desired results come from what is inspected, not what is expected).
- Coordinate and document the testing and commissioning of building systems.
- Record and distribute Contractor punch list items, Government punch list items, and verify their completion prior to Final inspection.
- Document final inspections, certificates of occupancy, and acceptance of completed work.
- Maintain the project "as-built" drawings on a daily basis.
- Assemble and submit project closeout documents that include O&M manuals, "as-builts" and warranties.
- Stop work, if necessary, to resolve matters that affect safety or quality.
- Other duties as assigned.

#### **SKILLS:**

- RMS knowledge (Resident Management Systems) ???, Microsoft Excel, Outlook, PowerPoint, Word.
- Must have a **good understanding of applicable construction laws** for local, state, and federal regulatory requirements.
- **Ability to communicate** in written and oral formats with clients, solve problems, and attention to detail with proper paperwork.
- **Ability to prioritize and organize** own work to meet agreed upon deadlines.
- **Teamwork driven.**
- Thorough **knowledge and understanding of construction means and methods.**
- **OSHA Construction Safety Course**
- **First Aid and CPR**
- **Competent Person Training.**