

Connex Personnel is currently recruiting a Quality Technician – Turnover with a local oil and gas client on a one-year contract with possibility of extension based in St. John’s, NL.

Department: Upstream

Reporting Structure: Reports to the Project Quality Manager

Overall Job Summary:

The Quality Technician – Turnover will be part of the Project Quality Organization team and will be responsible for the review and compilation of project construction and testing records in preparation from Commissioning, Loadout and Turnover to Operations.

Responsibilities:

- Overall Coordination, review, signoff of Construction Turnover Documentation
- Complies completed documentation in the required format for operations
- Prepares specific Dossier for use during commissioning and Operations
 - o Mechanical Completion Dossiers
 - o Certifications Dossiers
 - o Vessel Registers
 - o Etc.
- Prepares Performance Dashboards and reports to Quality Team on Documentation status
- Maintains comment logs and punch list and ensure all actions are addressed and closed out
- Works with Quality and Technical Teams from both the owner and contractors to ensure document comments are addressed and properly closed out.
- Works with Mechanical Completion and Commissioning teams to ensure that required documents are provided for use/reference
- Ensures accepted documentation is turned over to owners Document Management team for processing

Competencies:

Knowledge in Quality Management Systems and ISO-9001 Standard

Knowledge of Welding and Non-Destructive testing process and the abilities to review and validates associated records.

Working knowledge of software and the ability to manages spreadsheets and create reports using the following:

- o Microsoft word
- o Microsoft Excel
- o Microsoft PowerPoint

Experience in Preparing Final Turnover documentation and Documents for Operations (DFO)

Qualifications:

High School Diploma

Post-Secondary Education in Engineering or Engineering Technology

5+ years of experience

Please submit your resume to hr@connexpersonnel.com

