



ROLE DESCRIPTION

Position Title: Quality Technician
Department: Quality
Reports To: Quality Manager
OT Status: Non-Exempt
Prepared By: Employment Resources
Prepared Date: January 2018
Approved By: Employment Resources
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Summary

The Quality Technician is responsible to provide all guidance and technical support to field staff. In this role, you will administer site-specific requirements of ACL Quality Programs. You will act as a liaison and a technical resource for the site team and support project sites by monitoring and ensuring employees are practicing Quality Assurance and Quality Control (QA/QC) policies and procedures.

Essential Duties and Responsibilities include the following, however, other duties may be assigned. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

- Ensures implementation of all ACL Quality Program requirements at project level
- Ensures implementation of the client Quality and technical requirements at project level
- Monitors and/or completes field documentation related to QA/QC activities
- Monitors and/or carries out material receiving and inspection activities
- Oversees third-party project-specific inspection activities
- Develops, implements and maintains project-specific inspection, quality and test plans
- Conducts project-specific Quality orientations
- Ensures project management team has latest revisions of drawings, specifications, codes, standards, etc.
- Assists in the development of new QA/QC activities
- Monitors construction work for compliance with drawings and specifications
- Supports the Quality Manager in the development and management of Quality programs and procedures
- Supports the Quality Manager in obtaining and maintaining all certifications and registrations
- Assists in vendor, sub-contractor and project audits

Management Responsibilities

Manage project site quality programs including third party inspection agencies and subcontractor quality programs.

Additional Duties and Responsibilities

- Recognizes safety as a top priority of the organization
- Wears personal protective equipment on the project site
- Adheres to Alberici Quality Management System
- Adheres to policies and procedures
- Delivers professional customer service
- Adopts a teamwork approach and willingly supports coworkers
- Performs other duties as assigned by the Quality Manager and Project Manager

Role Description

Quality Technician

Education, Experience and Skills

Post secondary degree/diploma in Quality Assurance, Engineering and/or related field experience plus a minimum of 3 - 5 years experience, ideally in the construction industry.

Technical and Mental Skills

- Practices good written and verbal communication skills
- Reads, analyzes and interprets documents such as operating and maintenance instructions, and procedure manuals, client specifications, drawings, codes and standards
- Writes routine reports and correspondence
- Effectively presents information in one-on-one and small group situations to customers, clients, and other employees of the organization
- Interprets a variety of instructions furnished in written, oral, diagram, or schedule form
- Applies concepts such as fractions, percentages, ratios, and proportions to practical situations
- Defines problems, collects data, establishes facts, and draws valid conclusions
- Interprets an extensive variety of technical instructions in mathematical or diagram form and deals with several abstract and concrete variables
- Works with the following codes:
 - ISO 9001; CSA Welding Standards; ASME Sections I, II, III, V, VIII, IX; NACE, National Fire Protection Association, Ontario Building Code, American Water Works Association (AWWA), American Welding Society

Certificates, Licenses, Registrations

ISO Internal Quality Auditor, Certificate of Qualification in a trade, American Society of Mechanical Engineers an asset.

Physical Demands are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to meet these demands.

While performing the duties of this position, the employee is regularly required to walk; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. The employee may be required to complete inspections or reviews of work at high elevations via stair / ladders / or aerial lift accessibility. Specific vision abilities required by this position include close vision, distance vision, colour vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The office work environment provides a safe and healthy environment, is adequately heated and cooled, is free from exposure and extreme conditions, has appropriate lighting and office furnishings and is smoke-free and drug-free.

While performing the duties of this position at the project site, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to high, precarious places and risk of electrical shock. The noise level in the work environment is usually loud.