



## JOB DESCRIPTION

POSITION TITLE: **Quality Control Manager**                      DEPARTMENT: **Operations**  
LOCATION:                      Fort Hunter Liggett, CA                      REPORTS TO:                      Project Manager  
STATUS:                      Salaried, Exempt

### **General Purpose:**

Responsible for the overall management of the CQC System

### **Essential Duties and Responsibilities:**

- The QC Manager shall be responsible for the overall management of the CQC system.
- Schedule and coordinate all sampling, testing, and inspection of work.
- Maintain complete and current records of material and equipment submittals.
- Perform the Three Phases of Control to assure conformance of materials, installation and workmanship with the Contract documents.
- Gather, coordinate and prepare to submit final project closeout documents including but not be limited to: Operation and Maintenance (O&M) manuals, Installed Property data, Transfer Property data, User Training records, Final Test Log and Final Test Reports, Final Inspection Reports, Final Submittal Register, Warranties, Warranty Tags, Warranty Management Plan, project As-Built record and other closeout data/documents listed in the specifications
- Maintain the as-built record to current status and coordinate final as-built submissions.
- Prepare, submit and file daily CQC reports with supporting attachments
- Inspect the work in progress on a daily basis.
- Coordinate identification and correction of work deficiency (rework) items.
- Schedule, supervise and coordinate CQC Specialists in the areas of civil, architectural, structural, plumbing, mechanical, electrical and environmental work – gathering inspection reports for submission and file
- Prepare punch list for buildings prior to turn over. QC Manager shall also verify that all items on punch list have been corrected prior to customer Pre-Final inspection. QC Manager shall be present during Final acceptance inspection.

### **Supervisory Responsibilities:**

This position is responsible for the overall supervision of Material Technicians, Special Inspection Consultants and Test Lab services.

### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:** Graduate of Engineering, Architecture, Construction Management, Engineering Technology, or Building Science.



**Certification:** Current certificate for Construction Quality Management (CQM) For Contractors

**Safety:** OSHA 30, EM-385 40 Hour, First Aid, CPR

**Experience:** A minimum of 7 years Quality Control experience, 10 years preferable

- LEED Green Associate or LEED AP - preferred
- Experience as a Quality Control Manager on NAVFAC or USACE managed projects
- Experience in the use of NAVFAC - WORD, EXCEL and pdf Templates
- Experience in the use of USACE - QCS module of the Resident Management System (RMS)
- Experience in writing meeting agendas, conducting QC Meetings and writing meeting reports
- Experience in office QC Administration (processing submittals, maintaining register, test log, three phase log, preparing Prep & Initial Worksheets, gathering closeout documentation and making required entries into computer templates / spreadsheets / data bases/ e-folders)
- Experience organizing, managing and filing QC Department paper documentation
- Experience in QC field inspection, inspection documentation and photographic recording
- Experience managing deficiencies and following up on DOR/EOR Field Reports and Directives

**Physical Demands:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- May be required to lift up to 50lbs. Requires basic office work, including sitting, walking, climbing stairs, kneeling, bending, operate hand operated office equipment and requires accurate visual ability. Driving may be required – must have valid drivers license for three or more years with no more than one moving violation; proof of automobile liability insurance when driving personal vehicle.