



QC MANAGER - JOB DESCRIPTION

Heeter Geotechnical Construction, LLC
revised 05-24-2016

Position:

- QC Manager

Department:

- Operations

Location:

- Corporate Office – Mt. Morris, PA
- Field Locations

Purpose:

- This position will be responsible for the implementation and management of the Quality Control Program in addition to the coordination, performance, and completion of all construction inspection and testing services of a project. This position is accountable for the guarantee of the work performed as well as meets the project's contractual requirements set forth by the client.

Job Duties and Responsibilities:

- Ensure compliance with stringent contract and owner quality requirements
- Implement multiple levels of quality control for various and concurrent trades
- Prepare comprehensive, project-specific QC plans
- Prepare material submittals for A/E and Government review
- Produce detailed daily reports in electronic format
- Conduct daily field inspections; verify delivered materials comply with approved submittals
- Provide reviews and sign-off of project Design Deliverables prior to submission to Government
- Provide and review submittals, RFI logs, maintenance logs, and other project related materials in a timely manner
- Prepare QC punch lists and coordinate punch list completion with subcontractors
- Perform preparatory meetings per contract requirements
- Other duties as assigned



Skills & Experience:

- 8+ years of prior experience working in the heavy civil industry with a history of demonstrated increasing responsibilities
- Current CQC Certification from USACE with 5 years of QC experience as a CQC Manager
- Knowledge of dam construction and stabilization techniques, and workflow
- Excellent written and verbal communication skills, demonstrated problem solving and decision making skills
- Ability with information gathering necessary to develop a thorough understanding of the project
- Strong personal computer skillset to include Microsoft Office, Microsoft Project, and industry associated bidding programs
- Ability to meet fast paced, changing schedules and their associated deadlines
- Valid driver's license required
- Ability to travel up to 100%

Licenses or Certifications:

- Advanced OSHA certification preferred (OSHA 30)

To Apply:

- Send a copy of your resume, cover letter and three references to: application@heeterconstruction.com.

Note:

- Heeter Geotechnical Construction, LLC (HGC) is an Equal Opportunity Employer, M/F/D/V.
- For more information about employment opportunities with HGC, please visit our website at www.heeterconstruction.com.