



# Quality Control-Quality Assurance Manager (QA/QC) –Job Description

Heeter Geotechnical Construction, LLC

## Position:

- QA/QC Manager

## Department:

- Operations

## Location:

- Corporate Office – Mt. Morris, PA
- Project/Field-Based

## Purpose:

- This position will be responsible for the implementation and management of the Quality Control-Quality Assurance 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.

## Responsibilities:

- Develop a sound knowledge of the project scope and requirements
- 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



**Education:**

- Bachelor's Degree in Engineering, Construction Management, or related discipline

**Experience:**

- 7-10 years of experience working in the heavy civil construction industry, in positions of increasing responsibility
- Knowledge of civil/dam construction and stabilization techniques, and workflow

**Skills & Abilities:**

- 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:**

- Current CQC Certification from USACE with 5 years of QC experience as a CQC Manager
- Advanced OSHA certification preferred (OSHA 30)

**Travel:**

- This will be a project based project management position which will require the chosen candidate to work on sites located throughout the United States

**Physical Requirements:**

- The individual must be able to wear and properly utilize appropriate personal protective equipment (PPE) to work or visit within areas where it is required. This includes hard hat, safety glasses, life vest, respirators, ear plugs, steel toed shoes, or other protective equipment as required by the work performed and location the work is being done
- Sitting for long periods of time, sometimes up to 4-6 hours
- Exposure to computer screens and cellular telephone screens
- Walking, stepping, climbing or otherwise moving from one location on the job site to another, and normally involves physically getting into and out of equipment through the use of vertical mounted ladders up to and including 10' or more in height
- Visually seeing equipment operations well (either naturally or with corrective lenses)



- Standing, stooping kneeling, squatting, climbing or sitting for long periods of time
- Repetitive movements by feet, shoulders, arms, wrists, hands and back in performance of work
- Working at elevated heights
- Lifting 25 lb. objects occasionally
- Carrying 25 lb. objects occasionally
- Adapting to outdoor conditions and prolonged exposure to sometimes adverse weather conditions
- Remaining calm during emergencies and respond appropriately as dictated by the circumstance of the incident
- Exposure to working outdoors in all-weather conditions
- Ability to work more than 40 hours in any given week including weekend assignments and holidays as required

**EEO:**

- Heeter Geotechnical Construction, LLC is an Equal Opportunity Employer, M/F/D/V

**To Apply:**

Send a copy of your resume to: [application@heeterconstruction.com](mailto:application@heeterconstruction.com)