Construction Quality Control Manager/ Site Safety and Health Officer

Location: Joint Base Elmendorf-Richardson (Anchorage, AK)

Reports To: General Manager

MTNT gives employment preference to shareholders and descendants of shareholders

Job Description: Serve as the Quality Control/Quality Assurance Manager and Site Safety and Health Officer for construction activities associated with the maintenance and repair of one building.

Minimum Qualifications

- Bachelor’s degree is preferred but not required
- 10 years Government Contract experience
- EM-385 1-1
- Minimum 5 years documented experience with a Federal general contractor administrating their Quality Control Program 3 years of which were as the lead of the program
- Experience with the United States Army Corps of Engineers/NAVFAC three phase Quality Control process
- Excellent computer skills with Microsoft Suite (Word, Excel, Outlook)
- Knowledge of RMS 3.0 system; Initial setup and daily management of RMS 3.0 functions is required
- Active USACE CQM Certification with the past 5 years
- Current OSHA 30/Red Cross First Aid/CPR certification within the past 3 years
- Documented experience with LEED projects
- Excellent knowledge of building codes and general engineering principles
- Must be able to obtain and maintain an annual RAPID Gate clearance for military installation access
- This includes maintaining a valid driver’s license

Key Competencies and Abilities

- Excellent customer service skills, including the ability to interface with all levels of employees, customers, and vendors
- Ability to prioritize workload and to work independently with minimal supervision

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• Comprehend and follow company policies and procedures
• Excellent verbal and written communication skills
• Ability to add value in a team environment
• Attention to detail
• Critical thinking and problem-solving skills
• Professional personal presentation
• Punctuality and good attendance required
• Ability to manage personnel
• Identifies and resolves problems in a timely manner
• Writes clearly and informatively; presents numerical data effectively; able to read and interpret written information
• Speaks clearly and persuasively in positive or challenging situations; listens and obtains clarification, and responds well to inquiries

**Essential Job Functions**

- Serve as the Quality Control Manager on site who administers the Quality Management program.
- Provide an independent analysis of the quality control, material specifications, subcontractor performance and training coordination as needed.
- Through delegation from the Project Manager, stop work as necessary to make quality a viable program and correct deficiencies.
- Explain and train each employee and subcontractor, through orientation, the program, the individual’s role in it and the expected contribution.
- Understand and meet the client’s requirements while exceeding their service expectations.
- Provide services and deliverables which are technically sound and responsive to the needs of the client and end-user customer.
- Manage the submittal review and approval process
- Coordinate changes or substitution requests made by subcontractors or MCL direct (however, does not have the authority to approve them).
- Ensure compliance with the approved Quality Control Plan including overseeing and documenting meetings and inspections.
- Maintain a rework items list on all nonconforming work.
- Ensure all required testing is performed and maintain the testing log.
- Provide required QC certifications and documents.
- Ensure that as-built drawings are kept current and confirm accuracy of content.
- Conduct daily safety and health inspections and maintain a written log/attach safety inspection logs to Contractors daily production report.
- Conduct mishap investigations and complete required accident reports/Report mishaps and near misses.
- Use and maintain OSHA’s Form 300 to log work-related injuries and illnesses occurring on the project site for all personnel (prime and subcontractor)/Post and maintain Form 300A on the site Safety Bulletin Board.
- Maintain applicable safety reference material on the job site.
- Attend the pre-construction conference, pre-work meetings including preparatory meetings, and periodic in-progress meetings.
- Review the Accident Prevention Plan and Activity Hazard Analyses for compliance with EM 385-1-1, and approve, sign, implement and enforce them.
• Establish a Safety and Occupational Health Tracking System.
• Ensure subcontractor compliance with safety and health requirements.
• Maintain a list of hazardous chemicals on site and their material safety data sheets.
• Maintain a weekly list of high hazard activities and be prepared to discuss during Quality Control meetings.
• Work with the Superintendent to provide “toolbox” safety meeting topics and lead the meetings, if required.
• Provide and keep record of site safety orientation and indoctrination for Contractor employees, subcontractor employees and site visitors.

________________________________________  ____________________________
Employee Signature                        Date

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Chief Executive Officer                    Date