



JOB PROFILE INFORMATION

POSITION TITLE : **Assessor**
DEPARTMENT : **Quality Assurance**
LOCATION : **Project Sites**
REPORTS TO : **Project Q.A. Manager**

SUMMARY OF ROLE

The Assessor is responsible for the review of the system and component design specifications, purchase requirements, drawings, work plans and schedules, as applicable, to ensure that applicable installation, inspection and testing requirements have been identified and the work activities can be completed as specified.

KEY CUSTOMERS SERVED

- Customer/Client
- Area Managers, Project Managers, Foremen, Sub-foremen and all other Company Management
- Employees

KEY RESPONSIBILITIES AND/OR SERVICES PROVIDED

- Performs assessments and analyzes facts from observations of various work activities, interviews, and document reviews to ensure site and industry standards are met, and high levels of performance are achieved and sustained
- Responsible and accountable for performing site performance assessments in their responsible area and communicating the results such that performance weaknesses are recognized and communicated as well as preparing work tasks for all site activities.
- Generates work requests and /or work order tasks in the work management system
- Identifies deficiencies identified during system and component design reviews and brings deficiencies to the attention of the organization responsible for the actions
- Assesses:
 - the work for "radiation protection" permit
 - the requirement for OPG driven permittery
 - the requirement for welding procedures
 - the requirement for support group tasks i.e. operations
 - the level of foreign material exclusion
- References installation procedures or work instructions
- Ensures engineering requirements are incorporated into procedures and instructions
- Reviews, incorporates and transmits on-line wiring
- Identifies industry best practices and assesses the station to identify gaps to excellence
- Uses industry databases and contacts to identify industry leading practices and performance
- Establishes an effective, professional and credible relationship with site project and quality assurance teams
- Works closely with project and Quality Assurance teams to ensure effective and timely actions are taken to resolve identified issues and improve performance
- Effectively communicates both orally and written to project management to ensure understanding and alignment on performance shortfalls and gaps to excellence
- Conducts, coordinates or participates in comprehensive assessments of site organizations to assure program adequacy and implementation effectiveness
- Conducts audit or assessment preparation including development of required checklists and writing final reports

- Provides direction to team members to ensure effective communication of all deficiencies encountered during the oversight conducted. Provides input to the audit functions based on observations in performance assessment.
- Tracks and follows up on findings identified during audits or assessments

PERSON SPECIFICATIONS

Knowledge and Education Requirements

- College Graduate, preferably from an accredited technology program, plus related experience
- Knowledge or awareness of various Q.A./Q.C. codes (C.S.A.N285, N286, Z299, ASME, Section III, VIII, ISO 9001)
- Skills and knowledge to be able to review technical requirements of plant operations, identify non-conformances, and verify sufficient corrective actions

Specific Experience or Skills

- >5 years Q.A. experience in a construction and/or nuclear environment as an assessor
- Familiar with ISO 9001, ASME- BPVC Section I, II, III, V, VIII, IX, B31.1 and B31.3
- Knowledge of and experience with C.S.A. Z299, N285, N286, ASME NQA1
- Background with Q.C. inspection and construction operations is required
- 4 years of Nuclear Power Plant experience preferred, nuclear experience strongly preferred
- Demonstrated effective leadership skills

Personal Attributes

- Well organized
- Quality-minded and detail-oriented
- Self starter with demonstrated initiative
- Responsive with strong result orientation
- Excellent communicator (both written and verbal)
- Excellent oral and written communication skills to effectively convey important information, facts, and ideas
- Skills in planning and performing quality audits, assessments, and evaluations to applicable procedural requirements