



JOB PROFILE INFORMATION

POSITION TITLE : **Quality Assurance Specialist**
DEPARTMENT : **Quality**
LOCATION : **Wingham, Ontario**
REPORTS TO : **Corporate Quality Assurance Manager**

SUMMARY OF ROLE

Responsible for maintaining the Q.A. department including the implementation, monitoring and ensuring compliance with the Company Quality policies, programs and practices as well as the effective utilization of Q.A. resources in respect of the various and required codes and standards on company work projects and fabrications.

KEY CONTACTS

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

KEY RESPONSIBILITIES AND/OR SERVICES PROVIDED

- Furthers company expertise by remaining current on all Q.A. related matters
- Ensures the development and maintenance of the corporate Q.A. Documentation (Manuals, Procedures, Instructions)
- Suggests improvements in procedures (work methods) to increase productivity, quality and profits
- Promotes permanent improvement, awareness and compliance with Q.A. policies and procedures throughout the company branches and project sites
- Follows up on corrective actions, (CARs), NCRs, preventive measures, client and employee complaints
- Supervises the internal audit process in compliance with the annual audit plan and prepares an annual audit plan
- Maintains inspection and MT & E calibrations data base
- Develops and maintains the Corporate approved vendor list (AVL)
- Coordinates training activities on the Corporate quality system
- Coordinates the consultants involved in the quality audits
- Is fully conversant with all codes and Q.A. requirements which the Company requires
- Anticipates codes and customer audit requirements and formulates plans to reduce the overhead costs and still meet all Code and Customer needs
- Plans code audits with the best value in mind to produce the most qualifications for the company
- Works with Corporate Quality Assurance Manager to determine the Q.A. certifications needed in each business sector and actively promotes company's certifications to maximize market opportunities
- Maintains strong and cooperative relationships with external Q.A. counterparts, colleagues and legislative bodies
- Acts as Q.A. resource and provides expert and timely input to all areas of the Company
 - Anticipates code and customer requirements regarding Q.A. certifications prior to bidding
 - Provides company estimators with the most cost effective methods of construction and Q.A. when requested
 - Assists company sales staff in company qualifications and technical discussions with customers
 - Assists company sales staff in seeking out new Q.A./Q.C. qualifications for new business development
 - Provides Q.A. and code information as required
 - Develops ITPs for awarded projects

- Enhances Corporate In-house Q.A. Functional Capability
 - Ensures that each new Q.A. inspector/representative has the requisite training and orientation to all company procedures including Q.A. and H&S procedures to be fully functional in their role
 - In conjunction with the HR Department, arranges inspection courses for special training needs of in house inspectors
 - Identifies subcontracted inspection services training to provide the best value to Q.A. and estimating departments
 - Trains inspection staff to recognize and record non-conformances
 - Establishes and maintains a statistical approach to tracking deficiencies, NCRs, weld repair, fit up problems
- Provides in-house Q.A. training for branch and field locations
 - Ensures all levels of management are trained and understand code requirements and quality standards relating to corporate and project requirements
 - Schedules internal and external code and customer audits to achieve Quality code accreditations
 - Ensures Q.A. resolution of Q.A. issues and problems are effected and communicated to all parties affected
 - Provides guidance and corrective action on non-conformance issues
- Participates directly in projects (field and shop sites) as required
 - Monitors and aids in writing company non-conformance reports
 - Participates in all corrective action reports and corrective action requests whether Company or customer driven
 - Provides leadership and expertise in furthering company position on code-related matter as they may relate to customer concerns or issues
 - Reviews purchase orders and technical issues with Q.A. staff regularly
 - Provides vendor approval methods to ensure compliance with meet code and customer requirements
 - Participates in company and customer kick-off meetings
 - Ensures field sites are regularly audited and field inspection staff receive proper direction and instruction
- Ensures all projects are properly staffed with competent and experienced Q.A. professionals
 - Assists HR and Corporate Quality Assurance Manager in hiring decisions for staff and project requirements
 - Continuously prospects and qualifies prospective Q.A. inspectors and ensures the right Q.A. skills and abilities are available to meet business needs
 - Maintains a potential hire prospect list and maintains regular contact with high potential candidates
 - Monitors Project requirements and recommends the increase and/or reduction of staff to meet Corporate and/or Project Needs
 - Identifies, recommends and arranges for the deliver of Q.A. training programs
 - Mentor, coach and develop other members of the Q.A. team
- Ensures responsibilities and accountabilities are carried out in a safe manner in accordance with Montgomery Industrial Services Limited safety policy/procedures, ISO 18001 standards and OSHA requirements
- Ensures that environmental aspects within his/her sphere of responsibility are adhered to pursuant to ISO 14001 requirements

PERFORMANCE CRITERIA

- 100% compliance to required codes

PERSON SPECIFICATIONS

Knowledge and Education Requirements

- Bachelor's Degree or Diploma in Quality or Engineering, C.E.T. or equivalent certification and experience
- Inspection techniques
- Intimate knowledge of various Q.A./Q.C. codes

Specific Experience or Skills

- 10 - 15 years Q.A. field experience in a construction and/or nuclear environment
- Fully conversant with ASME-BPVC Section I, II, III, V, VIII and IX Division 1 and B31.1 and B31.3
- Canadian Welding Bureau (CWB) Certification
- Knowledge of and experience with C.S.A. Z299, N285, N286, ASME NQA1, ISO 9001
- Completely familiar with the development of ITP (Inspection Test Plans) to various codes
- Background with inspection and construction operations is required

Personal Attributes

- Well organized
- Quality-minded and detail-oriented
- Self starter with demonstrated initiative
- Responsive with strong result orientation
- Excellent communicator (both written & verbal)