

Quality Manager Job Description

Standard Reference	7.1.2 & 7.2	Revision	3
Applicable Sites	All sites	Document Owner	President

KC Engineering and Land Surveying, P.C., a multi-discipline consulting engineering firm, is seeking a candidate for a **Quality Manager** to report to a project located in **Buffalo, New York (NYSDOT Region 5)**. This is a full time, multi-year position for the duration of the project.

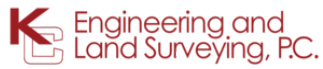
For consideration, candidates must submit a resume and completed Form R (attached). The Form R should include all project experience required to total the minimum number of years of experience listed below.

The potential candidate must meet the following minimum requirements:

Experience/Qualifications:

- BS in Engineering or related fields is preferred.
- Minimum 25 years of experience, including:
 - Minimum 10 years of experience in quality management, quality assurance, and quality control activities, including preparation and implementation of Quality Plans and procedures for design and construction.
 - Minimum 5 years of experience in the design of bridges, highways, and civil infrastructure.
 - Minimum 5 years of experience in construction field engineering and inspection of bridges, highways, and civil infrastructure.
 - Minimum 5 years of experience in Project Management.
- Experience with NYSDOT quality systems for both design and construction standards.
- Experience with quality systems based on ISO 9001 standards preferred.
- Possess working knowledge of agency regulations and specifications, including NYSDOT, NYSTA, FHWA, and all other applicable regulations that pertain to the quality of material, construction methods, and testing and inspection methods.
- Effective oral, written, problem-solving, organization, and time management skills.

Revision	Description of Change(s)	Reviewed By	Approved By	Date Approved
3	Added page numbers (no updated training needed)	<i>Colleen O'Donovan</i>	<i>Joseph A. Scavilla</i>	7/2/2019



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Licenses/Certifications:

- Must have New York State Driver's License.
- OSHA 10 Hour Construction Safety Course certified preferred.
- New York State Professional Engineer License preferred.

The responsibilities of the position are as follows:

The primary work location is at the project site in Buffalo, NY. Successful candidates may be required to provide support to other KC offices on an as needed basis.

- Develop the project-specific Quality Control Plan.
- Ensure the overall Quality Program is established, implemented, and maintained.
- Report on quality performance, including monitoring, reviewing, and completing non-conformance reports (NCRs); managing the corrective/preventative action procedure (CPA) and monitoring the progress of CPAs to minimize or eliminate recurrence; and maintaining communication with the Owner's Quality Assurance Team.
- Oversee and approve the disposition of the project's quarterly design and construction Quality Control (QC) Audits.
- Review monthly QC reports for design and construction.
- Perform risk management tasks, including maintaining the project risk management plan and the unified project risk register; facilitating the risk identification workshop; and conducting monthly risk management meetings for the duration of the project.
- Attend project update meetings and report on the status of the Quality Control Plan as well as any open and outstanding QC items.
- Be able to perform work independently.

KC Engineering and Land Surveying, P.C. offers competitive benefits including:

- Health, vision, dental, and LT disability insurance (company pays 85% of the base plan premium)
- ST disability insurance (company pays 100%)
- FSA Medical and Dependent Care Plan
- FSA Commuter Transit program
- 401 (k) Profit Sharing Plan with 100% match up to 4% of gross salary

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- Discretionary year-end bonus
- Discretionary year-end profit-sharing up to 6% of gross salary
- Paid vacation (15 days annually – accrued based on start date)
- Flex time (5 days annually – accrued quarterly)
- 8 company-paid Holidays
- KC is an E-Verify company
- KC is an Equal Opportunity Employer

Please note this job description is not designed to cover all duties required for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Additional information about KC may be found at: www.kcepc.com



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www.linkedin.com/company/kcepc

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