



Job Description

TITLE:	Director, Quality Assurance/Control
DEPARTMENT:	Administrative
JOB STATUS:	Exempt
LOCATION:	Various locations within the Metropolitan DMV area
REPORTS TO:	President

Summary: The Director, Quality Assurance/Control is responsible for managing the overall QA/QC department responsibilities of construction projects to ensure their completion in accordance with contract standards. Working with internal and external personnel, this role includes direct oversight and review of the entire documentation and physical inspection phase of the workflow process.

Primary Duties & Responsibilities:

- Maintain a thorough and complete knowledge and understanding of contracts, subcontracts, plans, and specifications to assist Project Management and Field Operations teams to develop on-site procedures.
- Create, update and maintain all project-specific quality control reports.
- Conduct preparatory, initial and follow-up meetings to establish an understanding of the standards of care desired for each definable feature of the construction project.
- Plan and implement QA/QC procedures for the organization in order to meet project-specific requirements. Ensure all contractors and subcontractors comply with construction standards and specifications.
- Ensure all construction, surveys, inspections, etc. are complete and comply with the project requirements.
- Coordinate quality inspections with site sub-contractors and vendors as-needed.
- Distribute relevant QA/QC documentation to site sub-contractors.
- Perform quality control testing and inspection in adherence with contract requirements and company best practices.
- Oversee QA/QC inspections and documentation to verify compliance with construction quality metrics.
- Audit project documentation for accuracy and completeness.
- Train project personnel to perform QA/QC inspections.
- Identify and document non-conforming inspections and report findings to the project team and leadership.
- Participate in the company's safety program design and implementation.

Required Qualifications:

- Minimum 10 years construction experience on construction quality assurance/control and auditing.
- BS/BA in Engineering, Construction Management, Business or related degree preferred.
- Certified Quality Auditor (CQA) or Certified Quality Manager (CQM) required.

- Extensive knowledge of a wide range of construction materials, methods, and techniques.
- OSHA 30-hour certification.
- Bilingual in English and Spanish highly desired.
- Knowledge of ISO 9001 requirements (or similar standard governing body) related to construction management desired.
- Ability to handle multiple priorities effectively
- Demonstrated leadership and supervisory skills.
- Possess strong interpersonal skills and good relationship building skills.
- Self-starter with ability to motivate others to improve their quality of work.
- Excellent team player.
- Well organized with excellent time management skills.

EEO Statement

Anchor Construction takes affirmative action to ensure that applicants are treated without regard to their race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, or physical handicap.