

Quality Coordinator - construction

Job description

The Site Quality Coordinator is accountable for supporting the implementation and administration of the Quality Assurance Program to ensure services provided comply with the specified requirements. This position will be field based and located on an industrial work site.

Responsibilities

- Partner with employees and subcontractors concerning quality functions and daily inspections.
- Coordinate with the client on project specific activities, including inspections and review of documentation.
- Ensure procedures are established to provide traceability from initial order to field installation.
- Responsible for documentation review, analysis, and maintenance including various reports, logs, turnover documentation.
- Support the implementation of CAR, NCR required from audit findings, in collaboration with the Quality Manager.
- Support the Quality Manager in the development and implementation of the Project Quality Plan.
- Develop written plans and procedures for project specific activities to supplement task planning.
- Create and ensure compliance to ITPs and maintain the supporting documentation.
- Review and approve quality documentation from subcontractors.
- Create and maintain punch list, deficiencies and walkdown packages.
- Other duties as assigned to meet business needs.

Qualifications

- Bachelor's Degree or Diploma in Engineering, or related discipline
- 3+ years experience on a construction site related to a food manufacturing facility preferred
- Experience with ISO 9000, ISO 22000
- Strong understanding of Code and Client fabrication, regulatory requirements are implemented and completed at field sites
- Competent knowledge in ASME Codes, CSA Code, and Building Code
- Proficient with computer programs, including Bluebeam and Microsoft Office
- Understanding of Jurisdictional Authority of requirements
- Must have commissioning experience and Turnover experience
- Flexible and able to manage multiple priorities simultaneously; meet the time demands of unpredictable activities; capable of handling pressure and challenges

in a dynamic business environment

- Effective and efficient problem solving and decision-making skills; thoughtful, proactive, and creative
- Demonstrates a sense of urgency and strong commitment to achieving goals; ability to work in a challenging, fast-paced environment
- Ability to forge, grow and maintain positive relationships with multiple groups
- Strong written and oral communication skills
- Able to manage multiple priorities simultaneously and meet the time demands of unpredictable activities, capable of handling pressure and challenges in a dynamic business environment
- Ability to work within tight deadlines and prioritization of work to achieve them
- Strong analytical, critical thinking, problem-solving skills, and a high degree of accuracy and attention to detail.

To be eligible, ***must be authorized*** to work in Canada for any employer. Qualified candidates should submit their resume (through this we-site) as soon as possible.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted. ***No telephone calls, please.***

Email your resume, to: HRservices@metricgrp.ca

At Metric Group, it is our policy to provide equal employment opportunities to all qualified persons, without regard to race, creed, colour, religious belief, sex, age, nation of origin, ancestry, disability or veteran status. We are committed to delivering and improving accessibility in employment for all persons with disabilities. Accommodation is available, upon request, in the application and interview process and in the course of all other methods of employee selection and training.

COVID-19 precaution(s):

- Remote interview process (within Canada)
- Personal protective equipment provided or required.
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

COVID-19 considerations:

Metric is COR certified and we take all preventive measures to ensure the health and safety of all its employees, visitors and those around them.