



JOB POSTING

Field QA & QC Coordinator

October 2017

Department/Division: Quality
Reports to: Quality Assurance/Quality Control Manager

Summary:
Reporting to the QA/QC Manager, the Field Quality Assurance/Quality Control Coordinator is responsible for numerous tasks pertinent to achieving the overall project specific 'quality goals'. This position promotes continuous improvement within the company, as well as works closely with client representatives to ensure compliance with quality assurance and safety standards. This position requires the ability to work long and often irregular hours in remote field locations.
Qualifications:
<ul style="list-style-type: none">• Completion of Quality Control courses in the Construction and Oil & Gas industries• Level 2 certification• Post-secondary education an asset but not a requirement• Proficient computer skills in MS Office suite of products• Valid safety tickets including H2S and CSTS• Working knowledge of pertinent regulations, codes and specifications related to the construction industry• Experience with steel pile installation projects and knowledge in steel standards, grades and identification• Thorough understanding of Quality Control Manual requirements and experience processing related paperwork within designated timelines• Understanding of visual inspections, dimension and orientation checks• Several years of quality driven experience and a high degree of accuracy• Detail oriented, self-motivated and able to accommodate shifting priorities with a "Can Do" attitude• Excellent verbal and written communication, analytical skills
Duties And Responsibilities:
<ul style="list-style-type: none">• Responsible for the timely execution of project construction quality control activities within the applicable discipline• Responsible to review and understand project specifications, drawings and Quality Control plans and procedures• Communicate effectively with subcontractors and client site personnel• Responsible for completion of Quality Control turnover documentation• Involved with the Non-Conformance Report (NCR) and rework reporting system and work trend analysis• Compile, maintain and ensure timely follow up to Field Change Notice (FCN), NCR, and Request for Information (RFI) documentation• Identify problems and review related information to develop and evaluate options and implement solutions• Ability to maintain an overview of entire projects while continuing to attend to details
Copps is a leading provider of pile driving, helical piling and deep foundation related services to the construction, infrastructure, facilities and oil and gas industries. The Copps brand is well-known and has a strong reputation for safety and quality.
<p>Job Posting will remain open until a suitable candidate can be found Compensation is dependent on industry experience and related education</p> <p>Email: HR@coppsinc.ca (Subject line – Field QA/QC Coordinator) Fax: (403) 347-6401</p>