

# Mechanical Installation QA/QC Specialist



**DEPARTMENT: Project Execution**

**REPORTING TO: QA/QC Manager**

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## General Summary

The mechanical QA/QC Specialist is involved in all aspects related to project quality assurance and quality control. Completion of necessary documentation to verify the work performed, ensuring that inspection requests are implemented, ensuring that all test reports are verified to meet the contract requirements, ensuring all materials delivered to site are inspected and conform to specified requirements, and issue and administer Non-Conformance Reports as necessary and ensure follow up. He or she is responsible for oversight and audit of subcontractor Quality Management systems, as well as reporting to the Project Manager any deficiencies in the operation of Quality Management & Control System.

## Essential Duties & Responsibilities

- Inspecting output samples using industry-appropriate methods, such as comparing to standards, measuring dimensions and examining functionality. organization
- Checking that the assembly or installation adheres to standards and procedures and complies with legal requirements
- Reviewing blueprints and specifications to compare to produced goods
- Recording inspection results by completing reports, summarizing re-works and wastes, and inputting data into quality database

- Training the team on quality control measures to improve install procedures
- Monitoring the use of equipment to ensure safety and discard any that does not meet requirements
- Updating job knowledge by engaging in educational opportunities and regular training

## Required Qualifications

- Three to five years equivalent combination of higher education professional and field leadership success, and experience in a client facing environment
- Must demonstrate a high level of professionalism with exceptional attention to detail
- Familiarity with rules, regulations, best practices, and performance standards
- Advanced ability to communicate effectively, both verbal and written, with all internal organization department, suppliers, subcontractors, and regulatory authorities
- Advanced knowledge of safety programs
- Experience with managing field engineering, inspection, and NDE related to all QA/QC functions
- Experience in project planning, execution, management, and communication with all engineering groups
- Experience in shutdown planning and execution.
- Travel requirement: 50%
- Ability to ensure correct codes, standards, job specifications, project procedures, federal and provincial regulations are properly identified, correctly specified in detail, and met or exceeded
- Must have the ability to work within strict deadlines and under pressure while maintaining a professional demeanor