

POSITION PROFILE: QUALITY CONTROL LEAD / MANAGER

Reporting to the Vice President and Fabrication Division Lead, the Quality Control Lead is responsible for ensuring the Quality Management System is implemented as set out in the Quality Control Manual, meeting the requirements of the client specification and project specification

JOB PURPOSE

The Quality Control Lead shall be responsible for the supervision and coordination of activities for workers engaged in inspecting incoming materials, components, and finished products to ensure in inspecting incoming materials, components, and finished products are meeting the requirements quality standards and customer specifications. Job duties will include the weld mapping, preparing inspection procedures Inspection and Test Plan, supporting procedures for each system. The Quality Control Lead shall inspect during piping fabrication and prepare quality documents phase with fabrication/construction. Other responsibilities will include the notification of suppliers and subcontractors of reasons for rejection of materials and parts received, and maintaining an open dialogue with customer representatives to resolve complaints. The Quality Control Lead will be responsible for the coordination and effective scheduling of workers to meet targets and quality standards. Responsibilities will include the training of staff in production methods, safety, policies and procedure, as well as the identification and correction of potential work problems and health and safety issues. In the course of their duties, the QC Lead will prepare a range of reports, and hold responsibilities for the effective budgeting for their area.

DUTIES AND RESPONSIBILITIES

The QC Lead is responsible for:

1. Prepare, obtain approval, issue and implement company quality control (assurance) program manual in compliance with owner contract and company requirements.
2. Be responsible for the interaction with owner, agencies, subcontractors and internal departments on quality related matters including performance activities such as audits, program setup, program planning etc.
3. Overseeing and coordinating daily prioritization of QC testing, including scheduling of staff and equipment productivity assessments.
4. Manage and direct activities and resources of the quality control department to meet company objective of producing highest quality product within established budget.
5. Ensure product is manufactured in accordance with contract specifications and codes as set forth by the Canadian Standards Association and Phoenix Industrial Corporate Policy.
6. Maintain materials equipment and instruments related to manufacturing and testing of product in conformance with all regulatory codes and specifications.
7. Continuous improvement to maximize product quality and minimize costs.
8. Participating on teams as the Quality Control liaison as required
9. Direct supervision of staff.
10. Provide feedback and evaluations as needed and required.
11. Approving or rejecting raw materials, in process and finished goods according to company and customer specifications
12. Troubleshoot instrumentation issues
13. Train employees as required. Monitor training plan and matrix as required ensuring ongoing compliance and staff proficiency.
14. Assist with management of critical programs such as stability program, reduced testing program, Environmental Services, retained samples, etc.
15. Maintain and improve level of quality by managing and implementing inspection criteria and procedures of quality control inspections in the manufacturing plants and job sites consistent with all applicable standards and specifications.
16. Approve or reject product manufactured.

17. Develop and review annually manufacturing and quality control standards to maintain CSA certification.
18. Authorize and issue Certificate of Compliance for product manufactured.
19. Prepare annual budget and ensure costs are controlled accordingly.
20. Take active role in investigating and resolving problems related to quality, including sourcing substitute materials and/or suppliers.
21. Implement corrective actions based on statistical information gathered.
22. Analyze statistical data to determine trends and implement corrective action as required.
23. Responsible for calibration of instruments and certification of testing equipment, gauges, scales.
24. Source and employ accredited firms to conduct annual inspections and certification.
25. Communicate and co-ordinate objectives with manufacturing personnel and departments to improve the manufacturing process to be more cost effective by maintaining continuous high-standards of quality and minimize rejection of product.
26. Ensure product is manufactured in accordance with established practices, procedures, to meet customer/contractual obligations and in compliance with regulatory codes and standards.
27. Staff selection/development -- ensure staff has appropriate qualifications, knowledge to meet objectives.
28. Performs other duties as required.

QUALIFICATIONS:

Applicants should possess the following qualifications:

1. CWB Level 2 Quality Control Inspector or equivalent
2. Five years experience in quality control with a strong technical background (emphasis on welding or related field)
3. ISO 9001 Lead Auditor Training
4. Must possess excellent communication skills for liaising and communicating with vendors, customers, and internal departments.
5. Practical experience with risk management, product testing, capability studies, and control plans.
6. Training and knowledge of Six Sigma techniques and Lean Manufacturing are desirable.
7. Highly motivated and self-directed capable of multi-tasking, and able to work with minimal supervision.
8. Strong leadership abilities and the capability of motivating a diverse team.
9. Extremely detail-oriented and analytical thinker.
10. Able to interface directly with cross-functional teams.
11. Ability to create and review technical documentation, including project plans, test procedures, and design documents.
12. Able to develop, review, and maintain metrics and quality audits.
13. Strong problem identification and problem resolution skills.
14. A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
15. Able to build and maintain lasting relationships with other departments, key business partners, and government agencies.
16. Strong work ethic and positive team attitude.
17. Well-developed problem solving skills and ability to develop conceptual alternatives.
18. Able to find new methods and principles and ability to incorporate them into existing practices as needed.
19. High degree of resourcefulness, flexibility, and adaptability.
20. Must have the ability to plan, organize, develop, implement and interpret the programs, goals, objectives, policies, procedures, etc.
21. Strong negotiation and prioritization skills.
22. Experience with MS Office (Excel, Word, Outlook, and Access) and be able to handle working with multiple programs.
23. Ability to read/write English at a proficient level.

WORKING CONDITIONS

The QA/QC Lead position is situated out of Phoenix Industrial's Fabrication Shop in Whitecourt, AB. (250 km northwest of Edmonton). Hours of work are Monday to Friday, 7:00 AM – 3:30 PM.

Other Working Conditions may include:

1. May require work in hazardous environments requiring protective equipment
2. May be exposed to dust and high noise levels
3. May be required to work in confined spaces, on ladders, rooftops, and in unfavourable weather conditions
4. Ability to attend and conduct presentations
5. Manual dexterity required to use desktop computer and peripherals
6. Overtime/Weekends as required
7. Travel may be required