



QUALITY CONTROL COORDINATOR

ABOUT SIGFUSSON NORTHERN:

Sigfusson Northern is a third-generation family-owned business, which now has a portion of the company being employee-owned. Our primary focus is on building strong and lasting relationships with our employees, our clients, and the communities we serve. Ongoing growth and diversification have led Sigfusson Northern to the forefront of general contracting and heavy civil construction where we incorporate trust, respect, integrity, and commitment to our community in every decision we make and everything we do.

POSITION SUMMARY:

Reporting to the Quality Control Lead, the Quality Control Coordinator will perform quality inspections while completing reporting duties daily and weekly. The Quality Control Coordinator will be working on a rotational basis on site where camp accommodations will be provided. Rotation schedules may vary depending on the project.

CORE RESPONSIBILITIES & DUTIES:

- Perform quality inspections for the construction of clay core dams
- Understand borrow sources and material characterizations and identify required properties of material to be placed
- Ensure samples are taken in a timely manner and prepared for upcoming construction areas
- Schedule hold points for approval prior to placement
- Ensure issues are rectified, or a plan is in place to rectify them prior to the owner/owner's representative arriving
- Coordinate with foremen and third-party testers prior to placement (clay, rock, sand) to ensure the correct material is being hauled, tracked, and placed as per requests
- Complete various quality reports such as daily reports, materials received, quality surveillance, NCR's, RFI's, action items, and compaction logs
- Review all test reports issued by third party testing laboratory and submit to client in a timely manner
- Ensure that sampling and testing frequencies are being met
- Prepare inspection and test plan checklists
- Create, organize, and maintain tracking systems of all quality reports including but not limited to; NCRs, RFI's, action items, and compaction logs

EDUCATION, EXPERIENCE & SKILLS:

- 2+ years of construction experience in a related field is required
- C.E.T or E.I.T accreditations will be considered an asset



- Experience in quality inspection and quality management is required
- Knowledge of common construction practices related to earthworks is required
- Advanced MS Office (Word, Excel, Outlook) is required
- Ability to work night shift will be considered an asset
- Knowledge of quality control systems will be beneficial: NCR's, inspection reports, ITP's etc.
- Experience with CAD will be considered an asset
- Critical thinking and effective decision-making skills are required
- Ability to work independently and as part of a team
- Ability to work under pressure and meet strict deadlines
- Strong communication skills both verbal and written as well as electronically
- Strong accuracy and attention to detail
- Must hold a valid driver's license

If you are interested in this opportunity and meet the requirements for the role, please click **Apply** and send your resume directly to **Sherri Bowles**.