

QA/QC COORDINATOR



Updated: July 2024

Division:	Azteca Enterprises, LLC.
Project Location(s):	Dallas, TX
Minimum Years Exp:	4+
Travel Involved:	None/Not Specified
Job Type:	Full Time
Job Classification:	Skilled - Field Operations
Education:	Experience Apply
Job Family:	Construction
Reports To:	VP of Operations

Position/ Job Description:

The QA/QC Coordinator's primary function for **AZTECA ENTERPRISES, LLC.**, is essential to the successful operation of projects. This position is important to our firm and the fulfillment of the duties and responsibilities contributes to the overall success of the company.

The purpose of this standard job description is to define the duties, authorities, and responsibilities of the QA/QC Coordinator. To promote a harmonious relationship between the QA/QC Coordinator, Project Manager, Superintendent, Project Coordinator, Safety, Subcontractors, and Foreman, who must work closely together.

The QA/QC Coordinator is directly responsible to the QA/QC Manager, Project Manager, VP of Operations, or Superintendent for the proper discharge of his/her duties. He/she may delegate portions of his/her authority to other qualified personnel, but not responsibility.

Essential Duties and Responsibilities

The QA/QC Coordinator's primary function for **AZTECA ENTERPRISES, LLC.**, consists of the following:

- a. Responsible for assuring that the quality of the work meets or exceeds the project's contractual requirements and maintains the standard of excellence established by the company.
- b. Company liaison with Owner, Architect and Engineer regarding inspections.
- c. Ability to work with and communicate effectively with subcontractors, superintendents, engineering staff, consultants and owner's representatives.

The QA/QC Coordinator's function is essential to the successful operation of projects. He/she must have the following qualifications:

1. A thorough knowledge and background in the construction industry.
2. A thorough knowledge and background for inspecting construction projects.
3. Maintain a high degree of integrity, loyalty and honesty; not divulge to outside parties' information of a confidential nature pertaining to the company's operations or bids.
4. The ability to get along with people and to communicate in a professional manner with Owners, Inspectors, Architects, and others having a direct interest in a project being constructed.
5. Ability to carry out the duties described in the job description in an efficient manner.
6. Relates information back to the office, when needed.

The QA/QC Coordinator's principal duty for **AZTECA ENTERPRISES, LLC.**, is to bring forth his/her knowledge in quality control testing and inspection for facilities, underground utilities, soil, concrete, structural steel, jet grouting, deep foundations, precast, cast in place concrete structures, and any other inspection needs.

DUTIES

- 1) Develop and implement project-specific quality control.
- 2) Inspect and evaluate the work area in accordance with plans, specifications, and contract documents, reporting deficiencies as appropriate and elevating issues as needed to ensure safe work practices and quality.
- 3) Develop, gather, maintain, and/or submit work plans, submittals, reports, etc.
- 4) Approves incoming materials by confirming specifications; conducting visual and measurement tests; rejecting and returning unacceptable materials.
- 5) Ensure that subcontractors are aware of all project quality control.
- 6) Provide daily quality control reports to achieve desired quality outcomes in a timely manner by reinforcing activities that are being constructed in conformance with project-specific standards; and constructively confront non-conformance.
- 7) Approves in-process production by confirming specifications; conducting visual and measurement tests; communicating required adjustments to production supervisor.
- 8) Approves finished products by confirming specifications; conducting visual and measurement tests; returning products for re-work; confirming re-work.
- 9) Documents inspection results by completing reports and logs; summarizing re-work and waste; inputting data into quality database.
- 10) Keeps measurement equipment operating by following operating instructions, calling for repairs.
- 11) Maintains a safe and healthy work environment by following standards and procedures, complying with legal regulations.
- 12) Ability to coordinate inspection and testing with subcontractors.
- 13) Review the as-built drawings to ensure accuracy, and that deviations from the contract drawings are avoided.
- 14) Review the Job Site Safety Plan, verify that a hazard analysis has been approved prior to the performance of a specific feature of work during the preparatory phase of control, verify that safety measures are in place during the initial phase of control, and conduct safety inspections during the follow-up phase of control.
- 15) Stop work; reject materials and/or equipment; and direct the removal and replacement of any work not in compliance with contract documents, applicable codes, building standards, and/or established principles of construction engineering, or activities which present life-threatening conditions or damage to the site.
- 16) Ability to record and organize all necessary documentation to memorialize the implementation, maintenance, and effectiveness of the QA/QC Program.
- 17) Ability to speak clearly and exercise good judgment.
- 18) Ability to operate under deadlines while still meeting standards.
- 19) Safety First attitude

Authority

The QA/QC Coordinator's derives authority from the QC Manager, Project Manager and VP of Operations and is granted full authority to perform the duties set forth in this job description. Our goal is to complete our projects ahead of schedule and within budget by utilizing the expertise of all members of the team to the fullest.

CONCLUSION

The above outline of duties is not arranged in order of priority. These duties are not meant to restrict initiative, but rather to describe minimum activities. The President, Sr. Vice President, VP of Operations, or Human Resources to suit the needs of the company will from time to time alter those duties.

This standard procedure for the job description of the QA/QC Coordinator will become part of the company policy, upon the approval of Upper Management and remain in effect until superseded or canceled by the same authority.