

# Position Description



**Job Title:** Quality Control Coordinator

**Reports to:** Quality Control Manager (Solar/Elec Division)

**Location:** Nationwide - Overnight and Extended Travel Durations **REQUIRED**

**Classification:** Hourly Non-Exempt

## **Position Summary:**

The Quality Control (QC) Coordinator position is a hands-on construction role that is responsible for managing and executing the site-specific Quality Control Program. A key individual in achieving the division's goals and objectives. This position requires great communication skills, analytical thinking, and problem-solving capabilities.

## **Essential Duties and Responsibilities:**

The essential functions include, but are not limited to the following:

- Cultivate safety as a core value throughout the company, supporting the corporate safety program and personnel
- Responsible for management and execution of site-specific QC plan with a supporting team of QC technicians as needed
- Apply Standard Operating Procedures (SOP), Method of Procedures (MOP), and QC checklists
- Work with QC Manager to review and understand contract requirements related to quality control
- Review site-specific QC program for conformity to Company QC Program as well as compliance with contract requirements and system design
- Review and comprehend project design, drawings and specifications
- Assist site management with RFIs and Submittals
- Train technicians on standard industry practices, Company installation and testing standards, how to perform QC inspections and how to identify and communicate non-conformance issues
- Manage and execute quality control inspections
- Upload inspections & photos to the QC Program software platform
- Identify, communicate and track non-conformance material, installation, or QC test results
- Investigate non-conformance issues, determine root causes and implement corrective actions to eliminate ongoing non-conformance
- Assist construction team as needed with identified non-conformance remediation
- Assist QC Coordinator with tracking & closing out incomplete inspections and non-conformance issues
- Ensure that all QC records are accurate, uniform, and adequately maintained prior to submission to the customer
- Ensure inspections, testing and documentation are completed and submitted to the customer per contract requirements
- Coordinate customer and AHJ inspections in a timely manner that stays in sync with construction work flow
- Provide support and assistance to other DSI divisions as needed
- Handle special assignments and other duties as requested by leadership

## **Minimum Qualifications (Knowledge, Skills, and Abilities):**

- Overnight and Extended Travel Durations **REQUIRED**
- Highschool Diploma/GED
- 2+ years solar electrical experience
- NFPA 70E Certification
- Experience with electrical testing procedures and digital documentation
- Great communication skills
- Familiar with AHJ standards and NEC code
- Understands how to read and interpret plans, specifications, and equipment standards
- Effective time management skills, understand how to prioritize tasks and meet deadlines
- Demonstrates commitment to high professional ethical standards
- Collaborative work style and commitment to get the job done
- Must have a valid driver's license and clean driving record