



Quality Compliance Observer

Classification

Hourly Non-Exempt

JOB DESCRIPTION

Summary/Objective

The Quality Compliance Observer (QCO) position observes the installation of a new roof system or the repair of an existing roof, as performed by a roofing contractor. QCO is responsible for verification of the work being performed is in accord with the project specification as prepared or provided by IRSC.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Observe, record, and photograph the work.
2. Provide communication between IRSC, contractor and the client's project representative.
3. Advise on project requirements and reject non-conforming materials and work.
 - a. Inform contractor foreman/superintendent of non-conforming items and the corrective action required.
 - b. Where non-conformance is not resolved on site, carry communication to IRSC project manager.
4. Attend pre-construction and progress meetings.
5. Prepare daily reports provided by IRSC summarizing work performed and deficiencies noted and corrected in an electronic format.
6. Document unforeseen conditions and prepare latent condition summary form.
 - a. Coordinate with project foreman's the quantities used and time involved with additional work.
7. Review project schedule and inform IRSC project manager as to progress and schedule milestones and/or completion dates.
8. Ability to travel via car or plane and coordinate travel arrangements.
9. Performs all duties and responsibilities in a timely and effective manner in accordance with established company policies to achieve the overall objectives of this position.
10. Maintains a favorable working relationship with all other company employees to foster and promote a cooperative and harmonious working climate which will be conducive to maximum employee morale, productivity, and efficiency/effectiveness.
11. Performs other duties and responsibilities as required or requested.
12. Utilize computers and electronic communication (E-mail, Microsoft Word, Upload Photos, etc.). Able to learn and utilize required project software programs (GoCanvas, TSheets, etc.).

Experience to keep you covered...nationwide.



Competencies

1. Technical Capacity.
2. Problem Solving/Analysis.
3. Customer/Client Focus.
4. Decision Making.
5. Project Management.
6. Communication Proficiency.
7. Teamwork Orientation.

Work Environment

This job operates on a construction work site environment. This role routinely uses a personal camera and laptop computer with internet and e-mail capabilities.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. Will also need to handle and climb ladders for roof access.

Position Type/Expected Hours of Work

This is a part-time, seasonal position. Hours of work are based on the project schedule and weather conditions. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is required to the project job site. Air travel and overnight/extended stay may be required with local travel on a daily basis. A two (2) week duration out of town may be required with travel home over a weekend.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.