Quality Coordinator

Crosslinx Transit Solutions (CTS) is a consortium comprised of EllisDon, SNC-Lavalin, Aecon and ACS - Dragados. CTS has been selected by Metrolinx and Infrastructure Ontario to deliver the Eglinton Crosstown Light Rail Transit Project and is seeking highly qualified, experienced personnel to join the team of this complex P3 design and construction project.

This position will be responsible for implementing and following quality metrics to be used to ensure all subcontractors and construction work is completed to the quality plan in place.

Responsibilities:

- Providing on-going quality system training and support aimed to the implementation of the quality management procedures and processes by project personnel.
- Assist the quality director to conduct reviews of the quality related elements of the construction and design quality management plans to ensure it remains relevant, effective, and achieves mandated quality objectives and targets.
- Preparation of quality regular reports and quality reports summaries for the quality director and making any necessary recommendations for improvement.
- Assist the construction quality manager and quality control manager in the preparation of inspection and test plans (ITP’s) for all the constructions activities.
- Ensure that all quality records associated with the implementation of the quality management system and inspection and test plans are kept organized and filed in the construction quality record management system.
- Ensure that an Inspection and Test Plan (ITP) has been developed prior to the start of any construction activity.
- Conduct quality inspections on incoming materials and construction activities as detailed in the relevant ITP’s and ensure all completed work is in conformance with the project requirements.
- Track status of all inspections and tests to inform the quality manager and ensure that all non-conforming product, activity or procedure is recorded in the non-conformity report (NCR) and in the NCR register.
- Initiate the NCR process when materials, work or processes do not meet the requirements and specifications and inform the quality manager or director immediately.
- Assist the construction quality manager in the resolution of NCR’s in a timely manner and ensure that the corrective actions have been implemented effectively.
- Perform audits on subcontractors and suppliers per the quality audit plan.
• Review as received all the materials testing reports by the external lab or subcontractors and major suppliers.
• Implement stop work orders when materials, works or processes are deficient.
• Ensure that construction teams are using the latest revision of drawings in coordination with document control.
• Work with the HMQE construction compliance team to conduct joint inspections and communicate issues raised to the construction quality manager and assist in the resolution of issues as they arise.

Requirements:

• Advanced working knowledge of ISO 9001 and construction standards specifications in Ontario.
• Post-secondary education in construction, engineering or technician and significant quality control and assurance experience or an equivalent combination of experience and technical training.
• Strong ability to work with field engineers within the organization.
• Team work skills and strong ability to get information and interpret from very different sources.
• Effective communicator, orally and in writing
• Keen negotiator in matters related to Quality and is able to get your point across clearly and precisely.

Supervisory Responsibility:

• None.

Fiscal Responsibility

• None.

Extent of Internal/Public Contact

• Crosslinx Transit Solution staff including accounting, safety, estimating, marketing, business development etc.
• Project team members including owners, consultants and subcontractors
• Local authorities having jurisdiction
• General public

Physical Demands

• Able to perform in a fast paced environment.
- Ability to carry drawings and diaries as required.
- Ability to use stairs, ladders and climb over rough terrain.
- Primary work location is site office or project site.
- Project related travel anticipated.
- Exposure to construction work site environment in all seasons.

If you are interested in this opportunity, please email your resume to: jobs@crosslinxtransit.ca