

Plote Construction Inc.

Position Title: QC Manager - Concrete

Department: QC/QA

Reports to: V.P. Field Services

Exempt X Non-Exempt

- I. **Primary Function:** The Concrete QC Manager is responsible for overseeing all quality functions and technical services personnel for concrete operations at Plote Construction and Waveland materials.
- II. **Major Duties and Responsibilities:**
 - Directs field, plant and lab technicians, while coordinating with concrete operations and project needs to schedule field, plant, and lab technicians
 - Analyzes field, plant, and lab results through various statistical methods to monitor and keep record of product quality data.
 - Reviews project specifications to ensure material selections are compliant and relating quality requirements are understood and met during production.
 - Prepares and distributes field and lab reports to the Plote project management team and to responsible agencies such as IDOT, ISTHA, FAA, etc.
 - Develops all concrete mix designs through raw material analysis and selection, proportion evaluation, and trial batch/production performance.
 - Develops and maintains concrete QC plans and material submittals for all Plote concrete projects.
 - Investigates and resolves all concrete quality issues and complaints and verifies implementation of solutions.
 - Consults with concrete superintendents and foremen to improve mix production and placement to meet both project operational and quality needs.
 - Manages and schedules all plant and lab calibrations and inspections to ensure industry compliance and annual operations approval.
 - Procures third party raw material and mix design testing necessary for mix submittal and approval and material verification.
 - Provides technical support to personnel via frequent visits to the project sites, plants and labs, and operational assessments and training.
 - Communicates with material suppliers to correct observed quality deficiencies and prevent out of compliance production.
- III. **Additional Responsibilities:**
 - Monitors all incoming material deliveries to the concrete plants and oversees proper invoicing is carried out through Viewpoint.
 - Manages all personnel time cards through HeavyJob to ensure proper job cost coding.
 - Recommends mixes from third party providers.
 - Participates and represents Plote in various professional and industry associations by interacting with agencies, engineers, architects and contractors as required.
 - Ensures compliance requirements are met though organizational and procedural measures including implementation of guidelines and project/plant monitoring.
 - Maintains records of testing and informs managers, producers, and field engineers of testing results though the preparation of test reports, charts, and graphs.

- Provides technical expertise on impacts of quality processes on concrete's plastic properties as well as ultimate durability through continued research and investigation.

IV. Required Skill/Knowledge

- Minimum of 7-10 years of experience in the construction industry with a commercial general contractor engaged in heavy highway construction
- Good understanding of project change administration and the effect of the quality aspects of the project
- Solid understanding of means and methods of construction for civil project work
- Detailed, organized, accurate, proactive
- Demonstrated ability to multi-task across several projects
- Strong supervisory and team management skills
- Working knowledge of Outlook, Excel, Word
- Strong verbal and written communication skills
- Self-directed and motivated
- Demonstrated leadership skills
- Demonstrated ability to complete projects on time and on budget
- Availability on nights and weekends

V. Preferred Skills/ Knowledge:

- Professional credentials desired

VI. Education Level / Required Certification:

- At least 5 years of related experience in concrete QC/QA and technical services
- ACI Concrete Field Testing Tech Grade I
- Bit Concrete Density Tester Certification
- Bit Concrete Level I, II, III Tech Certification
- Mixture Agg Tech Certification
- PCC Level I, II, III Certification

VII. Problem Solving:

- Must be able to interpret complex IDOT, Tollway and other agency specifications regarding all aggregate and concrete materials
- Ability to develop mix designs

VIII. Internal/External Contacts: (Describe the nature, reason, frequency of contacts with others made in the performance of the job.)

Internal: VP Field Services, Asphalt, Aggregate and Tollway QC Managers, Material Production Manager, Estimators, Concrete Superintendents, Job Foreman, Project Managers and Engineers, Concrete Plant Operators, Mixer/Truck Drivers, Plant QC Techs, Field QC Techs and Lab QC Techs

External: QA/IA Inspectors, CM Engineers, Agency Representatives, Subcontractors, Material QC Representatives, Project Managers and Engineers, Non-Plote Plant, Field, and Lab QC Techs, Plant Customers, Broker Mixer/Truck Drivers, Material Delivery Drivers, Non-Plote Job Forman/Superintendents

IX. Supervisory Responsibility/ Authority to:
Directs the activities of Assistant QC Concrete Manager and concrete testers

X. Promotional Opportunities: QC/QA Manager

XI. Job Share Yes No

XII. Additional information:

Approvals:

Team Member _____ **Date** _____

Department Manager _____ **Date** _____

Human Resources _____ **Date** _____