

JOB DESCRIPTION FOR:

## **QUALITY ASSURANCE – QUALITY CONTROL -- SUPPORT STAFF**

### **Job Description:**

STV Incorporated has an immediate opening in our Western Region for Quality Support Staff within the Transportation and Infrastructure (T&I) Division.

STV is a leading, award-winning professional firm offering consulting engineering, architectural, planning, and environmental and construction management services. We consistently rank among the country's top 25 firms in education, corrections, highways, bridges, rail and mass transit. We provide planning, environmental, design, program & construction management services for the transportation, design-build, institutional & commercial building, energy technology, industrial & defense markets.

The duties of the Quality Support position includes ensuring compliance with quality assurance activities & include the quality audits within all consulting engineering disciplines.

### **Responsibilities include:**

- Assist with performance monitoring and records maintenance of all project reviews
- Schedule coordination of Intra and Interdisciplinary reviews, documentation, webinar coordination and teleconference attendance
- Monitor the effectiveness of the Quality Program implementation through project audits
- Maintain project audit schedules and perform audits
- Perform or assist in confirming process and quality control audits to assure compliance
- Participate in the coordination of employee training and quality awareness activities

### **Qualifications:**

- BS in Engineering, BS in Architecture or related field or equivalent education is preferred
- Certified Quality Auditor (CQA) training from ASQ is very desirable
- 3 – 7 years of overall consulting engineering/architecture experience including specific quality related experience in applying quality procedures to technical work processes and work products
- Good working knowledge of engineering and architecture disciplines
- Strong writing and communications skills are necessary with the ability to work with a wide range of computer software systems including: Word, Excel, Adobe, Bluebeam Revu Studio, Microsoft Outlook, Skype for Business, Webex Meeting and Genesys Meeting Center
- Knowledge: Uses skills as a seasoned, experienced professional with an understanding of industry practices and procedures
- An attitude and commitment to being an active participant of our team is a must
- Part-time or Full-time employment is a consideration

### **Job Location:**

STV Incorporated – Western Region, Southern California Offices (Rancho Cucamonga, LA, & Irvine)

### **Contact:**

STV Incorporated -- Philip D. Yankey, Quality Assurance Director / Western Region – (909) 694-2951

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