

**ARCTEC Alaska
JOB ANNOUNCEMENT**

Applicants must submit an application to:
Human_Resources@arctecalaska.com

QUALITY CONTROL AUDITOR-RLF

ASSIGNED LOCATION: Anchorage, AK	DEPARTMENT: Project Support
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To be eligible for consideration, job bidders must possess the experience and education listed below. Interviews are probable.

ASSIGNMENT: Quality Control Auditor

OPEN TO: Station Technician Classification

QUALIFICATIONS: Fully Qualified Station Technician and others listed below

REPORTS TO: Project Support Manager

PURPOSE OF POSITION:

The Quality Control Auditor is responsible for conducting internal audits and will assist in providing oversight and continual improvement at all ARS remote sites and Elmendorf AFB locations. These internal auditing activities are used to assess and ensure quality control and compliance are met as required by the Company's Operation Maintenance Procedures (OMP), Operating Instructions (OI), Performance Work Statement (PWS), and Government directives.

PRIMARY RESPONSIBILITIES:

1. Perform Quality Control (QC) audits, inspections, or investigations at all ARS locations to verify conformance of employee work activities to the Company's OMP's, OI's, and the PWS.
2. Schedule and conduct QC audits of all ARS locations.
3. Pro-actively apply problem solving skills to clearly identify a problem.
4. Generate written reports and Corrective Action Records and ensure appropriate actions are taken to resolve quality deficiencies.
5. Evaluate corrective actions based on the findings of the QC/QA inspections and investigations.
6. Maintain all QC records and follow-up corrective action reports.
7. Ensure the effectiveness of QC procedures and inspection checklists.
8. Review for accuracy and ensure all Contract Data Requirements List items and any other contract-required items are submitted by the appropriate method and submitted to the correct agency in a timely manner.

9. Develop a robust cross feed program to share “Best Practice” processes, findings of non-conformances, observations for opportunities to improve, and any other information deemed useful for improving operations throughout all ARS sites.
10. Enforce and help all employees to recognize quality as a key element of customer satisfaction and meeting the Company’s goals.
11. Plan and coordinate work activities with other ARS personnel, sites and departments.
12. Be familiar with ARCTEC Operating Instructions, Administrative Instructions, Task Orders, Personnel Policies and Procedures, and the systems, procedures and equipment applicable to the job responsibilities.

SECONDARY RESPONSIBILITIES:

1. Provide the Project Support Manager with Quality Program trend analysis data and statistics when requested.
2. Perform administrative duties and maintain assigned workplaces in a safe, secure and neat condition.
3. Make the Project Support Manager aware of any incidents or circumstances which may affect ARS Project performance.
4. Validate non-conformances against Performance Work Statement requirements.
5. Review trip reports provided by other ARS personnel’s field visits for possible follow-on actions.
6. Conduct training and evaluate the skill level of employees in the electronics support area.
7. Other applicable duties as assigned.

CORE QUALIFICATIONS:

1. Possess a certificate from a recognized commercial, community or military institute in electrical/electronics and a background of at least 5 years in the QC field in government, industry or military.
2. Working knowledge of computers and typical applications including word processing (MS Word), spreadsheets (MS Excel), and database (MS Access).
3. Knowledge of Automated Technical Order Management System (ATOMS).
4. Experience with, and knowledge of, Air Force Instructions and ARS Operating Instructions and Operation Maintenance Procedures.
5. Demonstrate strong organizational skills and the ability to work independently.

6. Demonstrated ability to work in a team-based service-oriented environment. Must possess excellent communication and interpersonal skills to interact tactfully and resourcefully with co-workers, internal and external customers. Ability to communicate verbally and in writing.
7. Demonstrated ability to review paperwork for completeness, appropriateness, and conformity to established policies and procedures.
8. Ability to travel individually or in a group to remote sites throughout Alaska. Must be able to travel in small aircraft and be prepared to remain overnight in small villages in substandard accommodations. Must be able to travel approximately 50% of position time.
9. Must be US citizen or US national and have ability to obtain and maintain a SECRET security clearance.
10. Must be able to read, speak, and write English proficiently enough to complete all employment duties.
11. Must have a valid Driver's License with an acceptable driving record.
12. Current biennial CPR, First Aid Certification and Automated Electronic Defibrillator (AED).

SECONDARY QUALIFICATIONS:

1. Ability to assimilate and apply the details of new software that comes online.
2. Possess a well-rounded general knowledge of security, safety, fire prevention and protection, transportation, mechanical equipment, and civil structures and systems.
3. Perform administrative duties and maintain assigned workplaces in a safe, secure, and neat condition.
4. Other applicable duties as assigned.

PHYSICAL REQUIREMENTS:

The following physical activities are frequently required of Quality Control Auditor: balancing; bending; kneeling; squatting; reaching; sitting; standing; walking; climbing; pushing; pulling; lifting; grasping; communicating in person, by phone or through written correspondence; hearing; and seeing. Incumbents may be subjected to moving mechanical parts, loud noise, high places, hazardous chemicals or materials, repetitive motions, and working outdoors in inclement weather.

REPRESENTATION OF POSITION

This position is covered under the Collective Bargaining Agreement (CBA) between the International Brotherhood of Teamsters (Local 959) and ARCTEC Alaska J/V as it relates to wages, benefits hours and working conditions.