

## **JOB DESCRIPTION**

**JOB TITLE:** Quality Assurance Officer

### **JOB PURPOSE:**

The incumbent is required to perform the quality assurance functions as directed by the General Manager and Heads of Departments, to ensure the delivery of quality products and service to customers and stakeholders, reduce cost and ensure the achievement of the objectives under the Construction Company Limited of the Trinidad and Tobago Housing Development Corporation.

### **WORKING RELATIONSHIPS**

- Reports to the General Manager.
- Works closely with Heads of Departments, internal and external stakeholders.

### **MAJOR DUTIES & RESPONSIBILITIES:**

- Assists in the design, development and implementation of policies, procedures and processes to improve company quality standards.
- Conducts data analysis to develop and implement measures to improve the quality of products and services.
- Develops and implements communication strategy to ensure quality requirements are communicated to the Company.
- Develops and maintains effective working relationships with relevant stakeholders.
- Assesses work, processes and procedures to ensure alignment with the relevant, standards, codes, specifications and practices.
- Maintains the quality assurance reporting system.
- Provides general advice on improving quality to the Company and stakeholders.
- Assesses work, processes and procedures to ensure alignment with the relevant, standards, codes, specifications and practices.
- Develops and submits reports in accordance with industry best practice and Company's requirements.
- Conducts site visits and confers with team members and other stakeholders to ensure alignment with the relevant, standards, codes, specifications and practices.
- Assists in conducting training and awareness sessions of the quality assurance requirements of the Company to employees and stakeholders.
- Performs any other related duties and responsibilities consistent with the job title/position.

### **REPORTING REQUIREMENTS:**

- Quality Reports.
- Training Plan.
- Policy and Procedure Reviews and Recommendations.

## **QUALIFICATIONS AND EXPERIENCE:**

- Diploma in Construction or in related Engineering discipline will be an asset;
- Certification in Quality Assurance;
- Two (2) years relevant experience;
- Minimum (8) eight years in construction industry or
- Equivalent combination of training and experience.

## **KNOWLEDGE AND SKILLS:**

- Knowledge of the modern methods, techniques, procedures and processes used in the design, construction and maintenance of civil engineering works for buildings and housing developments.
- Knowledge of civil engineering practices, standards, codes, specifications, legislation, regulations, and practices relevant to the operations of the Company.
- Ability to establish and maintain effective working relationships with stakeholders.
- Leadership, investigative, analytical and reasoning skills.
- Ability to supervise the work activities on project sites.
- Attention to detail and problem solving skills.
- Strong organizational and planning skills.
- Communication skills (oral, written and interpersonal).
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint and Project).

## **PHYSICAL REQUIREMENTS:**

- Prolonged periods sitting at a desk and working on a computer.
- Maybe required to work in outdoor weather conditions when required.
- You might travel around to a number of different sites.
- You would wear protective gear when on site, including hard hat, overalls and safety shoes.

