



## Example of QA / QC Engineer Job Description

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Our company is growing rapidly and is hiring for a QA / QC engineer. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

### Responsibilities for QA / QC engineer

- May act in vendor surveillance activities on projects
  - May supervise other Quality Assurance/Quality Control Coordinators
  - Provide input to the design team, review the test reports, technical recommendations, designs reports and studies and issue comments for incorporation or compliances of nonconformance instances based on Contract provisions
  - Monitor Pavement design process, investigations, proposal and recommendations for approval
  - Conduct technical meetings with the counterparts and team members to efficiently address issues of concern
  - Conduct quality functions based on Project Quality Management System (PQMS) of Company and coordinate/interface with Project Quality Management Representative (QMR)
  - Selecting the best combination of materials and (or) mixes meeting the specification and contract requirements for specific purposes
  - Monitoring of tests in field and in labs for acceptance based on Contract requirements
  - Assist CRE to issue of quality related instructions, reviews, nonconformance and recommendations
  - Assist in maintaining organized document archive for efficient tracking of all Quality related documents, data, RFIs, NCRs, submittals, documents, reports, approvals
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- Chairing of QA/QC meetings where outstanding NCR's audit results and deficiency correction are discussed with Contractor, PMC and Employers Representative
- Review of material submittals and method statements
- Witnessing of Testing
- Commentary on progress of work in terms of time and quality
- Strong organizational skills, and ability to work to deadlines
- Aligns test cases with requirements and user stories