



Quality Control Specialist

JOB DESCRIPTION

REPORTS TO: PRODUCTION MANAGER

NON-EXEMPT

JOB SUMMARY

The Quality Control Specialist responsible for making sure the end-products provided by MCD to its customers are of the highest quality possible to reduce revisions and reduce potential exposure to liability.

RESPONSIBILITIES AND DUTIES:

- Utilize and maintain the QC checklist which includes company and client standards
- Review architectural/structural plans to ensure the correct options, elevations etc. have been created and utilized appropriately
- Responsible for the accuracy of the final product delivered to the customer
- Responsible for mitigating potential back-charges by providing a thorough but efficient review of the final product
- Coordinate with other departments both internal and external to clarify and rectify any issues that arise
- Assist with Pre-engineering review or truss engineering review as needed
- Assist with training by providing training courses and materials regarding QC or self-check procedures
- Submit error occurrences using error tracking form
- Provide feedback for employee performance reviews from a QC standpoint
- Other duties as assigned

REQUIRED SKILLS AND ABILITIES:

- Exceptional attention to detail and listening skills
- Excellent verbal and written communication skills
- Outstanding interpersonal and customer service skills
- Advanced organizational skills
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills



- Ability to work independently and collaboratively as part of a team
- Ability to multi-task and thrive in a busy environment
- Ability to distinguish between critical errors and personal preferences adhering to QC checklists and industry standards
- Proficient with Microsoft Office Suite or related software
- Must be results driven and production oriented

EDUCATION AND EXPERIENCE:

- Associates or Bachelor's degree in architecture or engineering preferred
- At least 7 years of related industry experience

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer