

QA/QC Student

The Sydney Tar Ponds Agency (STPA) seeks the services of a summer employee to support work with the Project Engineering Team on the Tar Ponds and Coke Ovens site cleanup.

This is a challenging assignment. The successful candidate will work with the engineering team to assist in the provision of timely, effective and economical project deliverables. The job requires a willingness to study and understand technical information, administrative information, communications, and to contribute to STPA's objectives.

Education and Experience:

We require a university student who has completed a minimum of two (2) years in a technical engineering degree program.

Knowledge of the history of the Tar Ponds and Coke Ovens site cleanup and of past and present remedial efforts will be an asset.

Familiarity with project management software will be considered an asset.

Qualifications:

- Excellent communications skills, both written and oral
- Excellent computer and internet skills
- Excellent research skills
- An eagerness to learn about technical and engineering related issues
- Self-motivation and an ability to work effectively with minimal supervision
- Very good organizational skills
- Satisfactory completion of the medical surveillance requirements set forth in the project's health and safety plan

Responsibilities:

Duties would include but not be limited to:

1. Attending QA/QC meetings, taking notes, reviewing and drafting reports.
2. Assisting in reviewing quality test and inspections data summaries provided by the Contractor's QC sub-consultants to identify issues and how they are addressed.
3. Drafting "Lessons Learned" reports on quality for the project and preparing them for the Web Warehouse.
4. Going on-site to observe QA activities on the Quality Managers' and or Contract Managers' behalf. (Shadow the IQAC when possible.)
5. Create quality data summary forms/flowcharts as requested.
6. Assist in research of quality issues as required.
7. Assist in monitoring the impact of quality issues on the project. (e.g. schedule, costs, resources)
8. Prepare and present a report on a quality issue for the Agency.