



POSITION DESCRIPTION

Position Title: *QUALITY ASSURANCE TECHNICIAN*

Reports To: Area Manager

Responsibilities:

Each position's major objective is to perform responsibilities in accordance with the Company's Corporate Values & Mission Statement:

*"SERVICE to our customers, employees, communities, and shareholders is the reason our businesses exist. In this service we deeply value: **HONESTY, EXCELLENCE & CONTINUOUS IMPROVEMENT.** We commit to work together fairly and safely, holding these values for the common good."*

Major Responsibilities:

1. Effectively evaluates project specifications and accurately prepares submittal packages within time requirements.
2. Daily verifies and performs testing of concrete and other requirements to ensure quality standards are satisfied.
3. Communicates effectively with customers, suppliers, architects, engineers, government agencies, and other related entities to promote opportunities and quality.
4. Develops programs and trains employees accordingly for the continuous improvement of inventory, mix design, & batching to ensure the highest quality of product.
5. Demonstrates a broad knowledge of all area operations, company policies and procedures.

Specific Duties:

1. Communicate with dispatchers and plant personnel on quality issues.
2. Prepare mix designs and ensure the technical correctness of all mix design submittals.
3. Perform all necessary quality control functions required to maintain superior quality of concrete pursuant to the QA Program.
4. Ensure procedures for batching and raw material control are followed as specified in the QA Program.
5. Ensure that the procedures and testing performed in an area are technically correct and performed at the required frequencies.

Page 2

Job Description - Quality Assurance Technician

6. Provide hands-on training to employees in batch positions.
7. Perform functions assigned in QA Program and prepares documentation for control of materials and processes as described in the QA Program.
8. Communicate and coordinate material test results to the Area or Regional QA Manager, Area Manager and suppliers.
9. Perform project inspections of delivered concrete randomly to ensure product quality. Troubleshoot customer concerns on quality issues.
10. Prepare all documentation required for mix design submittals and specified requirements of the project specifications.
11. Assist on job-sites with coordinating concrete deliveries and communication with customers.
12. Other duties or special projects as assigned by management.