

Mid-States Concrete Industries

Job Description

Position Title: Engineering Quality Improvement Auditor
Reports To: Design Manager

Job Summary

Provide a positive influence on the ability and functionality of the Engineering Department.

Duties and Responsibilities:

- To check all Wet Cast drawings prior to the release of these drawings to production.
- Spot check additional drawings when time allows.
- Catalog and organize issues so that recurring issues can be identified.
- Be a member of both Engineering Department training teams and the design manual team.
- To work with the Engineering Department's improvement teams to aid in resolving recurring issues.
- Become actively involved in the training of new and existing Engineering Department employees along with the Team Leader.
- To aid in auditing the activities of Engineering Department personnel to confirm conformance with documented processes.
- To have a firm understanding of all processes and standards within the Engineering Department.
- Work within the Engineering Department and with other departments to resolve issues they may have with respect to the Engineering Department.
- Gain an active understanding of the drafting software utilized by the department in order to improve how this software can be utilized by the Engineering Department.
- Gain an active understanding of production techniques to enhance the Engineering Department's ability to facilitate increased production efficiency.
- To be able to adequately function as a Project Designer I, Project Designer II, Project Leader I, or Project Leader II and all associated duties when needed.
- Ensure that all drawings go through the proper checking process.
- Communicate with co-workers, management, clients, and others in a courteous and professional manner.
- Conform with and abide by all regulations, policies, work procedures, and instructions.
- Conform with all safety rules and use all appropriate safety equipment.
- The individual will consistently be at work and on time, follow instructions, respond to management direction and solicits feedback to improve performance.
- Performs other duties as assigned.
- Willingness to work with and follow instructions from engineering manager.

Basis of Evaluation:

- Level of positive influence upon the Engineering Department.
- Productivity.
- Schedule attainment.
- Error rate.
- Accuracy, thoroughness, speed, helpfulness, responsiveness, ability/willingness to follow direction, ability/willingness to follow through, conscientiousness of how drawings affect others, ability to work with others, communication skills, ability to build positive relationships with customers both internal and external, dependability.
- Level of job knowledge and skills.
- Willingness to accept and drive change and process improvements.

Knowledge, Skills & Abilities:

- Auto Cad drafting skills.
- Employee must be detail orientated.
- Excellent communication skills (verbal & written).
- Excellent understanding of construction processes (architectural drawings, details, and constructability).
- Possess great organizational skills.
- Be proficient with MS office products (Word, Excel, Access, Outlook, Power Point).
- Be proficient with ELiPLAN.
- Be proficient and capable of clearly communicating using LOIS.

Educational Requirements

- Associate degree in drafting or related field.
- Minimum of 2 years related experience in residential and/or institutional projects.
- Ability to apply advanced mathematical concepts such as exponents, geometry and equations.