



Quality Assurance Director

Reporting to the QA & Transformation (QA&T) Program Manager, the Quality Assurance Director leads and assesses LLCC-wide efforts to ensure that N3B's Quality Assurance (QA) program meets necessary requirements, implements N3B's vision that quality is ensured in all LLCC activities and deliverables, and supports N3B management with implementation.

Job Summary

Guides the development, implementation, and evaluation of QA policies, programs, processes, procedures and applications, contributing to the overall objectives of maintaining an effective quality program. Mentors, manages and coordinates QA staff, including staff deployed to LLCC mission programs and projects.

Essential Duties/Responsibilities (may include, but are not limited to)

Leadership:

- Works closely with N3B QA & T Program Manager to develop and implement strategies, priorities and plans; proactively identifies and elevates topics of concern
- Hires, leads, and manages the N3B QA organization of QA Engineers, QA Inspectors and QA Specialists to enable and achieve N3B mission objectives, including employee performance evaluations
- Ensures staff are properly trained and qualified to execute responsibilities
- Effectively utilizes staff resources to achieve QA&T and broader N3B objectives
- Leads and provides Quality Program Management, QA Project/Field Support, Quality Inspections and Assessments
- Leads implementation/execution of L&A LLCC subcontract with N3B
 - Interacts with Subcontract Technical Representative as necessary
 - Review invoices and related documentation, in coordination with L&A business process
 - Provides regular status to L&A Vice President for Mission and other L&A senior managers
 - Participates in regular (monthly) L&A project calls
 - Coordinate and manage L&A 1099 performers in support of LLCC, as necessary
- Fosters a mutually respectful work environment that is free from discrimination and harassment.

Programmatic:

- Develops and supports implementation of the N3B Quality Assurance Program in compliance with contractual requirements
- Interfaces with various stakeholders on QA program and topics, including N3B organization, EM-LA, EM HQs, other LANL contractors, vendors and subcontractors and L&A LLCC Project Manager
- Interacts continuously with N3B managers and personnel to implement responsibilities
- Maintains understanding of LLCC contract requirements and baseline plans.
- Determines and defines project/LLCC-wide quality assurance/quality control objectives and assignments
- Understands and reports on the health of QA program implementation and develops QA metrics
- Oversees the N3B audit and assessment program

- Supports correction of identified issues
- Provide input for Management Levels (Q Levels)
- Ensure procurement QA, including review/approval of quality-affecting purchase requests, approval of suppliers
- Works with N3B Business Services to develop and maintain the Approved Supplier List
- Ensure proper Receipt Inspection, SC/I
- Provides technical expertise and initiative in identifying areas to which quality assurance practices may be introduced and enhanced to enable and ensure LLCC objectives are compliantly met.
- Acts as the quality assurance interpretive authority for institutional QA program on behalf of the QA&T Program Manager
- Participates in and supports lessons learned and continuous improvement initiatives
- Ensures quality assurance results, materials, processes and final products meet quality specifications and are completed according to established requirements
- Ensures the QA staff prepare, review, receive, index, classify and transmit administrative and QA records
- Plans and conducts analysis, inspection, design, and testing activities
- Reviews and approves inspection reports; initiates, validates and closes non-conformance reports
- Develops institutional QA training programs and methods of training for effective implementation of QA programs; prepares and trains others as needed
- Serves as an assessor or lead assessor
- Establishes (for the QA functions) and interprets organizational performance indicators and assessment results to assist management with performance improvement

Minimum Qualifications

- Demonstrated ability to lead and mentor a diverse staff
- Ten years of QA Program Management experience in comparable organization and complex scope
- Complete understanding and knowledge of NQA-1 requirements and applicable DOE and EM QA policies and requirements
- Broad expertise and knowledge of environmental remediation and waste management projects and associated technical concerns
- Strong communication and interpersonal skills necessary to interact constructively with all levels of N3B management, subject matter experts and external agencies
- Proven strong analytical skills to perform assessments and identify and evaluate quality-affecting issues and risks that could impede N3B from meeting LLCC objectives and requirements
- Ability to use independent judgment for determining course of action
- Skill and ability to independently develop and administer schedules and assessment requirements, and to integrate them into systems
- Ability to lead and support audit and inspection efforts throughout LLCC to identify and assess quality issues, deficiencies and potential non-compliances

Education and Experience Required

- Bachelor's degree in Engineering, Science or a related discipline and at least 10 years of environmental program experience (preferably with Department of Energy programs)
- Understanding of the LLCC goals and objectives
- Demonstrated experience related to essential duties
- Must be a U.S. Citizen
- Must meet the eligibility requirements for a DOE Access Authorization (DOE Q Clearance), if necessary

Working Conditions and Physical Requirements

While performing the duties of this job, the employee is regularly required to talk or hear. The noise level in the work environment is usually quiet to moderate.

Sedentary Work Category – The employee exerts up to 10 pounds of force occasional and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The employee is frequently required to stand; walk; sit; use hands to handle and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision and distance vision.

This job description reflects management's assignment of essential functions, and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Individuals must be able to perform the essential functions of the job with or without reasonable accommodation.

We are an Equal Opportunity Employer and we do not discriminate based on race, color, religion, national origin, sex, disability or age.