



Quality Assurance Specialist (within QA Program, QA & Transformation; within Waste Programs, CH-TRU Program)

Various positions exist within QA Project/Field Support and Quality Inspections and Assessments with QA & Transformation; and deployed positions in Waste Operations/Operations Support, within CH-TRU Program.

The QA & Transformation (QA&T) Program will lead and assess LLCC-wide efforts to ensure that N3B's organizational culture (how we do things here), safety culture (our priority on safety) and safety conscious work environment (workers feel free to bring up issues) are in complete alignment. The three critical organizational elements needed to fully align these cultures are Leadership, Engaged Employees and continuous Organizational Learning.

Job Summary

Quality Assurance Specialists (QAS) support the deployment of an integrated set of QA/QC processes that enable management by fact, continuous institutional learning and improvement across all major areas of mission/program, science/technology/engineering, operations and business support, with an overall focus on improving mission delivery.

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

- While working to achieve N3B LLCC objectives, ensures all activities and operations are performed in a safe and deliberate manner; maintains required safety, security and operational training; assures procedural and regulatory compliance; and makes safety, security and quality an integral part of every task, including taking the necessary steps to stop work if continuing the job is unsafe or compromises security.
- Devises and implements methods and procedures for inspecting, testing and evaluating the procession and accuracy of products and production equipment.
- Designs and analyzes inspection and testing processes, mechanisms and equipment; conducts quality assurance tests; performs statistical analysis to assess control and manage risks of product quality; determines responsibility for products or materials that do not meet required standards and specifications.
- Utilizes systems and supporting tools and provides training for: performance improvement; commitment management; measures, assessments; lead auditor in internal and external assessments, surveillances, and audits; lessons learned; risk characterization; issues and corrective actions management; process improvement to enable fact- and data-based executive management decisions for the institution and its major business areas.
- If within QA&T, supports and assists deployed staff in implementation of QA&T processes and LLCC QA requirements within their respective organizations.
- If deployed, leads review of and provides guidance to the mission projects regarding of QA&T processes and LLCC QA requirements
- Facilitates collaboration and coordination to solve complex performance challenges throughout LLCC using QA&T processes.
- Researches, assembles, and/or evaluates information or data regarding industry practices or applicable regulatory changes affecting QA&T policies or programs; recommends sound, practical solutions to complex issues.
- Ensures that corrective measures and deviations meet acceptable reliability standards and that documentation is compliant with requirements.

- Ensures all results, processes, and final products meet quality specifications and are completed according to established requirements including cost, scope, and schedule.
- Fosters a mutually respectful work environment that is free from discrimination and harassment.

Minimum Qualifications

- Thorough understanding and knowledge of NQA-1 requirements and applicable DOE and EM QA policies and requirements.
- Full understanding and knowledge of environmental remediation and waste management projects and associated technical concerns.
- Ability to resolve a wide range of issues in creative ways.
- 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
- 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.
- Level of language skills, mathematical skills, communication skills, reasoning ability and computer skills necessary to perform essential functions of the job.

Education and Experience Required

- Bachelors' degree in appropriate discipline; however, a combination of education and relevant experience wherein the knowledge, skills and abilities to perform the position's duties and responsibilities have been adequately demonstrated is acceptable.
- 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
- The career level of the position will be determined by the years of relevant experience, knowledge, skills, and abilities; after a candidate has been chosen.

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 or feel, 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.