



INTERNSHIP & CAREER SERVICES

HOWARD R. HUGHES COLLEGE OF ENGINEERING

QA/QC Technician

Posting ID:

Company: North American Drillers

Company Website: www.shaftdrillers.com

Job Title: QA/QC Technician

Work Location: Boulder City, NV

Position Type: Full-Time Employment

Salary: N/A

College Major(s): Mechanical and Civil Engineering

College Level(s): Graduates

OVERVIEW

Purpose:

This position will give the chosen candidate the opportunity to expand his/her technological background in civil and geotechnical construction while providing the opportunity to gain valuable project experience.

Job Duties and Responsibilities:

Work in conjunction with the Project Manger to complete the following:

- Read and study all bid documents to gain a thorough understanding of the project scope of work
- Ensure that project documentation is being prepared accurately (daily reports, time sheets, photos, as-builts, material test reports, subcontractor progress, etc.) and are being filed properly and timely
- Track production quantities, materials, BOM, weld count, x-rays, etc. for the project
- Assist the PM with documenting and tracking of Extra Work costs
- Assist in maintaining RFI and Change Order Logs and periodically updates
- Assist in maintaining updated purchase log and tracks field purchases
- Maintains Project files for quick access and for future reference
- Assist in ensuring that all documents are cost coded (ie. project expense reports, delivery tickets, payroll.) Ensure that cost coding is correct
- Assist the project team with documenting safety meetings, JSAs, etc

Educational Requirements:

- Associates degree in Industrial, Civil, or Mechanical Engineering Technology, with emphasis on CADD drafting or 2 years of related technical experience preferred but not required
- Must be proficient in MS suite of programs
- Experience with Autodesk Plant 3D or other 3D drafting programs a plus, but not a requirement



INTERNSHIP & CAREER SERVICES

HOWARD R. HUGHES COLLEGE OF ENGINEERING

Experience:

- 0 – 2 years of experience in construction or a related field

Skills & Abilities:

- Highly organized
- Close attention to detail
- Excellent verbal and written communication skills
- Ability to work in a fast-paced, team oriented atmosphere
- Microsoft Office suite Ability to work within CADD or similar design software a plus but not a requirement

To Apply:

Send a copy of your resume to: drivenhr@gmail.com