

Quality Laboratory Manager - Site C

Job Description:

The Quality and Testing Laboratory Manager is expected to oversee the control systems necessary to ensure that information generated by the Laboratory is generated in accordance with business needs and in conformance with the various accreditation, regulations and contractual obligations of the project.

Responsibilities

- Managing the whole laboratory daily operations, including a team of testing technicians providing laboratory and field testing in compliance with the project requirements;
- Supervising the setup of the new laboratory facilities including all equipment set up for testing concrete compressive strength testing, soil and aggregate (gradation sieves and hydrometer), plasticity tests (Atterberg limits), soil density testing (Proctor), direct shear test, consolidation test, and other test as may be required.
- Ensuring all testing equipment are well maintained and calibrated as necessary and work area in proper conditions at all time;
- Prepare and lead the laboratory accreditation process and ensure the laboratory accreditation to prescribed standards are maintained all the times; Ensuring appropriate testing protocols and standards are adhered to in the execution of all testing;
- Scheduling work and managing/controlling or utilization of resources to meet testing and laboratory technician turnaround times;
- Ensuring maintenance of accurate sample and testing logs;
- Recording test data, preparing factual reports, summaries, data sheets or graphs for all test performed;
- Maintaining data base of records including calibration certificates, registration certificates, equipment manuals and applicable standards;
- Participate in laboratory correlation and accreditation assessment programs, if necessary;
- Training and mentoring laboratory new technicians and apprentice.

Job Requirements:

Knowledge, Skills, and Abilities

- Excellent understanding of ASTM, CSA, ACI and other specifications or standards for concrete/soil/aggregate/testing;
- **Strong organization and planning skills;**
- Excellent written and oral communication skills in English;
- Strong research and technical writing skills, ability to present information concisely and clearly;
- Proficient with use of Microsoft Office;
- Strong listening and interpretation skills, ability to retain salient points and synthesize information on complex issues;
- Ability to work independently as well as part of a team
- Ability to establish work priorities and deadlines;
- Ability to effectively and efficiently problem-solve and tackle testing issues;
- Able to handle multi-tasking and maintain focus in a busy work place; and
- Able to meet tight deadlines and work well under pressure.

Experience and Qualifications

- Undergraduate degree in Civil/Geotechnical Engineering required, post graduate preferred
- Minimum of 10 years' experience in laboratory and field testing; and
- Minimum of 5 years' experience in concrete laboratory management required
- Professional Engineering registration in British Columbia or eligibility to obtain P.Eng designation in British Columbia;