

Request to Fill Position



P.O. Box 4078 Butte, MT 59702 (406) 494-7100

Requesting Organization DOE Programs (Morgantown, WV Project Office)		No. 857
Position Requested Quality Assurance Program Manager		Date Posted
Type of Position <input checked="" type="checkbox"/> Full Time <input checked="" type="checkbox"/> Regular <input checked="" type="checkbox"/> Exempt <input checked="" type="checkbox"/> Direct <input type="checkbox"/> Union <input type="checkbox"/> Replacement <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Nonexempt <input type="checkbox"/> Indirect <input checked="" type="checkbox"/> Nonunion <input checked="" type="checkbox"/> Newly Created Position		
Expected Work Location <u>Morgantown, WV</u> Expected Work Hours Per Week <u>40+</u>		
Position Responsibilities Responsible for providing specialized and independent quality assurance (QA) support to the US Department of Energy for the development, implementation, and management of the DOE QA Program. This support will include DOE, university participants, and subcontractor programmatic assessments, and will provide oversight and reviews; training and certification of inspection personnel; and the management, implementation, and coordination of the contract with DOE. The individual will plan, execute, and provide technical support and direction for the development of additional QA support to DOE, including the preparation of proposals and customer presentations and provide customer follow-up. The individual will also support/assist in coordinating QA program development, training, and management activities to expand on MSE's overall certifications and staff training requirements in the QA business area. <ul style="list-style-type: none"> ➤ Responsible for performing specialized and independent QA support to the US Department of Energy. ➤ Plan, coordinate, and implement/manage the DOE QA Program contract to ensure products are consistent with both DOE Orders and established company standards and practices. ➤ Support and coordinate QA Program development, training, and management activities to expand on MSE's overall certifications and staff training requirements. ➤ Represent the Company at conferences and discussions with clients and related personnel. ➤ Provide superior level of work effort and produce high quality and quantity of work without supervision. ➤ Produce or provide marketable services for the Company. ➤ Perform all duties and work assignments in compliance with project quality requirements. ➤ Perform all duties and work assignments in a safe, healthy, and environmentally sound manner. ➤ Perform other duties as assigned. <p>SELECTED CANDIDATE WILL BE EXPECTED TO MAINTAIN A 75% DIRECT BILLABLE RATE.</p> <p>SELECTED CANDIDATE MAY NOT BID ON A NEW POSITION FOR 6 MONTHS FROM START DATE PER PERSONNEL MANUAL, SECTION 2.1.</p>		
Education, Experience, and Skill Requirements B.S. in Quality Assurance Engineering and/or Program Management or directly related field required. Must have at least 15 years of hands-on experience in conduct of operations and maintenance, quality assurance program development and management, weld engineering and design, materials applications, mechanical engineering, project management, contracting, and construction supervision. Must hold current certifications in quality assurance with ISO 9001 experience. Must have a minimum of 10 years of experience working on DOE related programs or within another Federal Agency.		
Wage/Salary Classification: Manager		
Wage/Salary Range	Minimum \$40,000.00	Midpoint
		Maximum 25% above most senior classification supervised
Senior Manager		Date
President		Date
Affirmative Action Administrator		Date
Person Hired		