

Job Title: Quality Assurance Manager

Location: Boise (on-site)

Job Type: Regular Full-Time

FLSA: Exempt

### **About Guerdon LLC:**

Guerdon LLC is the leading manufacturer of large scale construction projects in wood-framed, multi-family, industrial workforce housing, and light commercial modular construction industry throughout the Western US and Canada. Guerdon's strength lies in multi-family / multi-story apartments and hotels built to current codes for the specific area, client expectations, and architectural design requirements.

Our factory and corporate office located in Boise, Idaho serves 10 western states including California, Colorado, Idaho, Montana, Nevada, North Dakota, Oregon, Utah, Washington and Wyoming as well as Canada.

### **Position Summary:**

Guerdon, LLC is seeking qualified applicants for Quality Assurance Manager to fill a leadership position within our Operations area. The position will be responsible for ensuring Guerdon Quality standards are clearly defined, communicated, and executed on a consistent basis.

### Responsibilities/Learned skills will include:

- “Hands On” understanding of project design requirements, specifications and construction standards in order to lead Quality Assurance team through the construction and quality assurance process.
- Coordinate, schedule and interface with all Owner, GC, and Third-Party inspection groups.
- Manage all compliance documentation including Quality Assurance Manual, State Certifications, Insignias and State Reporting, Job Process, and Quality Assurance measures.
- Drive Root Cause Analysis and continued improvement in Volumetric Modular Manufacturing Processes.
- Organize and manage all inspection comments and discrepancy reports including formal response letters to close issues. Coordinate with internal Design & Manufacturing team to address open issues and resolutions prior to module completion.
- Lead initiatives to identify and resolve repetitive issues & Root Cause Analysis
- Identify training opportunities and initiatives required for construction team.
- Participate in field-report & service issue review processes to identify manufacturing defects and issue prevention on future construction.
- Develop obtainable and definitive cosmetic finish standards and inspection processes for each project to meet contract obligations and client expectations. Document standards to provide clear direction to construction team. Develop and oversee inspection processes to ensure consistent execution on agreed upon standards.
- Validate quality and code compliance.
- Track revisions, deviations, discrepancies and rolling changes implemented throughout a project for future reference

Minimum Requirements/Qualifications:

- Thorough understanding of construction assemblies, best practices and building code requirements.
- ICC / IBC Building Inspection Certification Preferred.
- Strong customer interface and communication skills.
- Ability to lead by example.
- Proficient knowledge in commercial/residential construction and other structures.
- Ability to organize and work in a fast-paced environment.
- Compliance with all safety guidelines and procedures.
- Ability to perform physically demanding tasks
- Ability to work various hours

Physical Requirements:

- While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, see, reach, stoop, and kneel.
- Performing physical activities that require considerable use of your arms and legs and your whole body, such as climbing, lifting, balancing, and walking.
- Moderately loud noise level.

Other:

Applicants must be currently authorized to work in the United States on a full-time basis and must be able to pass a pre-employment drug screen and background check.

Please submit your Resume to [careers@guerdon.com](mailto:careers@guerdon.com).

**EEO Statement:**

Guerdon LLC takes pride in recruiting, hiring, employing, training, promoting, and compensating individuals based on job-related qualifications and abilities. Guerdon LLC also has a longstanding policy of providing a work environment that respects the dignity and worth of each individual and is free from all forms of employment discrimination, including harassment, because of race, color, sex, gender, age, religion or religious creed, national origin, ancestry, citizenship, marital status, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, military or veteran status, or any other characteristic protected by law.

Guerdon LLC also provides reasonable accommodation to qualified individuals with disabilities or based on a sincerely held religious belief, in accordance with applicable laws. If you need to inquire about an accommodation, or need assistance with completing the application process, please email [hr@guerdon.com](mailto:hr@guerdon.com)

Guerdon LLC participates in the E-Verify program. For more information click on the following link <https://www.e-verify.gov/employees>