



**Employment Opportunity Announcement: NICTD
Quality Assurance Manager
Contract to Hire Position**

The Northern Indiana Commuter Transportation District (NICTD) owns, operates, and maintains the South Shore Line passenger rail service.

NICTD is seeking a qualified and experienced candidate to be considered as its Quality Assurance Manager for two major capital projects that the railroad is currently undertaking; the Double Track NWI and West Lake Corridor Projects. Reporting directly to NICTD's President, the Quality Assurance Manager will manage and supervise the Quality Assurance Program for NICTD's two projects. They will regularly review and audit design and construction activities, in order to ensure Federal compliance. The candidate should utilize knowledge gained from past experience to resolve complex quality related issues, especially where procedures may not be prescribed or well defined.

This is a unique opportunity to help shape the future of both the SSL and the regional economy for the next 100 years. The successful candidate will join a team that is dedicated to successfully completing these capital investment projects on time and within budget.

Description:

The duties include, but are not limited to, the following:

- Help oversee the application of engineering standards, criteria, and quality control procedures.
- Review technical, program management, design, engineering, and construction work plans, schedules, and budgets involving multiple third party contractors for compliance with FTA quality requirements. Perform QA reviews on engineering designs, contract documents, and construction submittals for ensuring completeness, accuracy, and compliance with NICTD policies, criteria, and procedures.

- Interface with other departments, construction contractors, design consultants, and other third parties to discuss quality status; and review, analyze, and report on quality issues in the design, construction, and operational phases of both projects.
- Help oversee and perform quality assurance audits and reports on NICTD's two major capital projects.
- Monitor and report on the quality performance of third party contractors and take appropriate corrective action when necessary; provide advice, counsel, and training to staff on the application of lessons learned; and work towards the elimination of errors, omissions, and conflicts.
- Develop checklists, analyze non-conformance issues, and generate reports and documentation with observations, findings, and recommendations for corrective actions on complex technical nonconforming issues.
- Represent NICTD on a variety of committees as requested; prepare and present staff reports and other necessary correspondence as necessary.
- Perform field inspections as warranted to monitor and maintain good project quality.
- Prioritize one's own work load and complete projects and assignments with accuracy and timeliness.

Position Requirements

The following qualifications and skills are required, or highly desirable, as stated below:

- Bachelor's Degree in engineering, industrial technology, or closely related field; AND six (6) years minimum of related experience in quality assurance and quality control that includes design and construction oversight, railroad systems integration, monitoring regulatory compliance for passenger rail operations, quality data collection, quality auditing, and statistical quality control; OR the equivalent combination of education and experience sufficient to successfully perform the essential duties as listed above.
- Familiarity with the FTA's Quality Management System Guidelines and the 15 essential elements of a good quality program is required.
- Familiarity with ISO 9000 series quality management principles is desirable.
- Certification as a CRA or PE is highly desired.
- Experience with transit infrastructure projects funded by the FTA is preferred.
- Knowledge of the principles and practices used in performing quality assurance and quality control on both design and construction projects.
- Knowledge of pertinent Federal, State, and local laws, as well as codes and regulations, including FRA rules is desirable.
- Possess effective computer/software skills including a working knowledge of Microsoft Office (Word, Excel, PowerPoint, etc.), as well as scheduling and project management programs such as P3, e-Builder, and ProjectWise.
- The ability to read and understand engineering drawings, specifications, and standards is highly desirable.
- The ability to communicate effectively and clearly using both written and verbal communications with employees at all levels.
- Good presentation strategies and project management techniques.

- A self-starter mentality with the ability to address multiple priorities and meet deadlines.
- Must have a valid driver's license and no recent drug, alcohol, or felony convictions.
- Must pass all required assessments and background screening.

Schedule

The anticipated normal working days are Monday through Friday with office hours of 8:00AM – 5:00PM. Evening and weekend work may occasionally be required based on project and operational needs. Occasional travel may also be required to meet with consultants, vendors, professional associations, and others.

Salary and Benefits

The annual salary is projected within the range of \$85,000 to \$95,000 based on educational background, skills, and work history. As mentioned earlier, this is a contract-to-hire position. The contract is expected to last about five (5) years. Upon contract completion, the District may offer the manager another at-will opportunity with responsibilities and salary to be determined at that time. Full time management employment benefits such as, but not limited to, health insurance, vacation, Railroad Retirement Board benefits, and supplemental pension are included. Further details are available during the interview process.

How to Apply

Deliver, mail, fax, or e-mail a resume outlining your training, experience, and work history no later than 1 p.m., July 2, 2018, to NICTD's Director of Human Resources & Labor Relations at the address listed below. A cover letter is also encouraged, but not required. Late applications resumes will not be accepted, nor will NICTD accept responsibility for misdirected, lost, or misaddressed resumes. Apply early for consideration; NICTD reserves the option to close this opportunity before the stated deadline. Any applicant who desires confirmation that a resume has been received is encouraged to either hand deliver their materials or send them by certified mail. Submission of an application does not guarantee an interview.

Deliver all resumes to:

Director Human Resources & Labor Relations
Northern Indiana Commuter Transportation District
Attn: Quality Assurance Manager
601 N. Roeske Avenue
Michigan City, IN 46360-2669
Fax: (219) 872-5841
E-Mail: bjarne.henderson@nictd.com

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