

**Tonn and Blank Construction**  
**Job Description – Quality Inspector**  
**Office Location: Michigan City, IN**

Classification: Exempt, Full Time  
Supervisor: Director of Quality

**Overview**

This job description is a general outline of the responsibilities for the position. This position reports to the Director of Quality and is responsible for implementing effective quality programs that ensure quality control and compliance.

The Quality Inspector shall work with the Project Managers and Field Personnel to ensure that the company inspections and programs are implemented in an efficient and professional manner on all projects to deliver the projects with the utmost quality, within budget, and on schedule.

Understanding of the construction and the construction process is a key to the success of this position. Strong interpersonal skills are required. Individual must have acute skill in solving conflicts and crisis management.

Tonn and Blank Construction maintains an open-door policy and requires a teamwork approach with a sharing of responsibilities. Any candidate should be able to adapt and co-exist within this mindset and environment.

Tonn and Blank Construction is an Equal Employment / Affirmative Action Employer.

**Experience/Education/Requirements**

- 2+ years of applicable construction experience
- Associate Degree in Construction Related Field from an accredited institution of higher learning is preferred
- Successful drug, alcohol, MVR, and background checks
- Possess OSHA 10 certification
- Experience in testing and inspection for construction
- Willing to accept responsibility to acquire specialized training

**Skills and Personal Attributes:**

Skills required:

- Knowledge of the general construction industry
- Ability to identify, troubleshoot and resolve problems before they become major issues

- Ability to successfully communicate with Project Managers, Superintendents, field employees, subcontractors, and suppliers
- Ability to handle multiple tasks while maintaining attention to detail
- Ability to handle multiple projects at the same time
- Ability to meet deadlines
- Ability to work in stressful situations
- Knowledge of Microsoft Office Applications
- Excellent verbal, written, communication, and computer skills
- Ability to interact with field employees
- Must be able to communicate and support company policies and initiatives

### **Job Description Detail**

Duties will include:

- Investigate quality issues promptly
- Ensure jobsites are inspected regularly and carefully review quality control checklist
- Report to Director of Quality all major incidents and your findings
- Participate in continuing education courses related to quality
- Ensure that forms and procedures for quality control program are utilized
- Ensure Quality inspections and procedures at Offsite Construction Facility are followed and maintained
- Responsible for fire door inspections and reports for healthcare customers
- Receive necessary training needed to perform duties of Quality Inspector
- Attend all required company meetings
- Represent the company in a professional manner
- Comply with all company policies and procedures
- Maintain confidentiality of company and owner information
- Other tasks as assigned

### **Measures of Performance**

The Quality Inspector shall be deemed to be performing in an acceptable manner when the following are accomplished:

- All sites are in compliance of the Company quality requirements
- All quality documentation is accurate, complete, timely and current
- Company quality performance and culture continually improves
- Quality Inspector complies with all Tonn and Blank policies and procedures