

Reports to: Regional Manager

Primary Duty: Provide Construction Quality Assurance Observations & Reporting to builder clients

Essential Job Functions

- Conduct quality assurance observation of building projects on a regular and/or scheduled basis;
- Utilize LJP's Capture QA TM app for providing onsite documentation of as-built conditions per scope of work;
- Evaluate client construction practices relative to plans/specifications, building codes and industry standards of care as applicable to contracted scope of work
- Review findings regarding construction deficiency(s) with client field rep prior to leaving site;
- Accurately capture time activities for travel, site and office duties as related to customer site visits;
- Perform in accordance with "Standard Operating Procedure" manual and related interim updates;
- Effectively communicate with management, inter-departments, and clients;
- Utilize LJP's Capture QA App for providing onsite documentation as applicable;
- Timely performance of all inter-departmental job duties.

Duties

- Participate in team meetings.
- Participate in 'pre-construction kick-off meetings' with new project assignments
- Perform other tasks and special projects as required.

Skills

- Prefer College Degree in Architecture, Building Technology, or Construction Management or equivalent;
- Knowledge of real estate industry;
- Knowledge and experience in both residential and commercial construction;
- Computer literacy and competencies – PC and iOS platforms

- Ability to conduct effective written and verbal communications with appropriate staff and corporate personnel, vendors, clients, and prospective clients;
- Possess valid Driver's license;
- Ability to travel to other states & ability to drive for several hours at a time;
- Abilities and confidence in accessing areas requiring fall protection;
- Prefer OSHA-30 certification.
- Prefer ICC – B1 Certification.

Knowledge, Skills and Other Abilities

- Time management skills
- Oral and written communication skills
- Professionalism

Problem solving skills

- Performance accountability
- Organizational skills
- Team player

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, and talk and hear. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move objects.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

At-Will Employment & Equal Opportunity Employer

La Jolla Pacific (LJP) Construction Services which provides at-will, equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, marital status, disability or genetics. Furthermore, LJP expressly prohibits any form of workplace harassment and discrimination based on age, disability, color, genetics, marital status, national origin, race, religion, sex, sexual orientation, or veteran status in compliance with

federal, state and applicable local laws governing employment and labor law in every location in which the company conducts business. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Disclaimer

All Employees must pass a post-offer, pre-hire background screening which includes a multi-state criminal check and DMV Records in accordance with federal protected FCRA/FACTA Requirements for Investigative Consumer Reports, CA ICRA and other state mandated requirements for employment purposes. Furthermore, this job description is subject to change at any time. Nothing in this job description is meant to guarantee employment status and/or position. This job description neither restricts nor prevents management's right to assign and/or reassign duties and responsibilities to this job at any time of the essential functions. It does not proscribe or restrict the tasks that may be subsequently assigned.

Essential Job Function for Reasonable Work Accommodation

According to the American's with Disabilities Act (ADA), Equal Employment Opportunity Commission (EEOC) and the California Fair Employment and Housing Act (FEHA), employees must be able to perform the essential job functions with or without a reasonable accommodation. The Company will provide reasonable work accommodations to allow the employee to perform their essential job functions and duties as detailed above. If you feel you need reasonable work accommodations, please contact the Human Resources department.