

Position Description (PD) for Yucca Mountain Lead Lab Activities

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| Position Description Number | YM234 |
| Creation Date of PD | September 24, 2008 |
| Job Title | Manager, Lead Laboratory Quality Assurance |
| SNL Dept Name | Quality Assurance |
| SNL Org Number (or TBD) | 6780-1 |
| Number of Openings | 1 |
| Description of Position | <p>This position is responsible for management of the Yucca Mountain Project Lead Laboratory (LL) Quality Assurance (QA) Organization, under the authority and leadership of the LL Senior Program Manager. The position provides independent assessment of LL compliance with the current revision of the QARD and with relevant SNL policies, implementation of SNL and OCRWM QA-related initiatives, and QA Organization support of LL Line Ownership of Quality. In partnership with the QA Manager designated by the contractor providing QA services, the incumbent is responsible for the overall management and performance excellence of the LL QA Organization.</p> <ul style="list-style-type: none"> • Direct the activities of the Yucca Mountain Project Lead Laboratory Quality Assurance Organization. Document the objectives of the Yucca Mountain Project Lead Laboratory Quality Assurance Organization and identify the activities necessary to achieve them. • Serve as the Sandia Delegated Representative for contracts/agreements that provide Quality Assurance services or personnel to the LL. • Provide LL-wide Quality support to assist organizations in implementing the requirements of the QARD. • Serve as the principal Quality Assurance liaison between the Senior Program Manager and Sandia's Integrated Laboratory Management organization; and between the Senior Program Manager and Sandia's Nuclear Energy & Global Security Technologies organization. • Prepare and manage the Lead Laboratory Quality Assurance Organization's budget formulation and earned value analysis. • Provide ongoing status of performance to the Senior Program Manager, Lead Lab and OCRWM management and, as appropriate, SNL senior management. • Manage the performance of periodic QA organizational self-assessments, surveillance activities, and lead or support audits. • Maintain frequent contact and interaction with the OCRWM Director, Office of Quality Assurance. • Define roles and responsibilities to carry out the Yucca Mountain Project Lead Laboratory Quality Assurance mission and objectives. • Define and implement roles and responsibilities that provide synergies between LL and OCRWM QA activities. • Identify work force requirements and the skill mix needed to achieve near-term and long-term objectives. Implement contract or hiring strategies to recruit, select, place, appraise and develop Lead Laboratory Quality Assurance Organization personnel such that activities are carried out in an effective and efficient manner. • Influence the behavior of the Lead Laboratory Quality Assurance Organization staff in a manner that will contribute to quality assurance goals and the goals of the Yucca Mountain Project Lead Laboratory. • Issue stop work orders to responsible management after a stop work condition has been identified; close the stop work order based on resolution of the condition. • Listen to and address employee concerns and foster an environment free of intimidation or retaliation for raising concerns (SCWE). • Implement applicable ISMS Core Functions and Guiding Principals in performance of work. |
| Required Skills & Experience | <p>Required Skills: This position requires excellent written and oral communication skills. Personnel performing as auditors and lead auditors shall be trained, qualified, and certified (as appropriate) in accordance with the requirements of the QARD and ANSI/ASME NQA-1-1983 with ANSI/ASME NQA-1A-1983 addenda Supplementary Requirement 2S-3 and Appendix 2A-3.</p> <p>Required Experience: Two (2) or more years SNL or DOE experience related to quality assurance of which at least one (1) year should be supervisory or management experience; two (2) years Formality of Operations experience for a facility or organization engaged in nuclear material research or handling activities; and one (1) year experience performing quality verification oversight. Experience should include: (a) demonstrated knowledge of DOE and NRC requirements and quality assurance standards; (b) developing, reviewing, and analyzing Quality Assurance program plans, descriptions, management control systems, and procedures for compliance to requirements; (c) implementing or formally evaluating the implementation of Quality Assurance programs for nuclear facilities or related projects; and (f) demonstrated ability to plan, organize, staff, and lead an organization.</p> |

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| <i>Desired Skills & Experience (if applicable)</i> | <ul style="list-style-type: none"> • Training and experience in Quality Assurance program auditing in accordance with DOE/RW/033P or ANSI/ASME NQA-1. • Four (4) or more years of specialized Quality Assurance experience in a federally regulated industry. • Working knowledge of the NRC licensing process. • Ability to establish actions to achieve a specific goal using prioritization of tasks, allocation of resources and establishing methods to ensure results. Ability to plan, communicate, and implement actions to accommodate change. • Ability to present to large groups and concisely express ideas to ensure achievement and commitment of objectives. Skills in human relations, conflict resolution, and facilitation of team action in a dynamic environment. Ability to employ proper leadership to a variety of situations. Adherence to societal, moral, ethical, technical, and organizational values. Compliance with legal and regulatory requirements. • Able to integrate design criteria, regulations and procedures, operations and maintenance requirements, technical specifications, audits, surveillance and performance monitoring activities, Training, Health & Safety, Environmental, and Emergency support aspects of the Yucca Mountain Project Lead Laboratory. Requires knowledge of quality assurance, budgeting, cost control, departmental planning and scheduling, contract administration, personnel and compensation programs. • Ability to make decisions in varied and complex situations. Ability to make effective and logical decisions based on available information. | | |
| <i>Required Education (Degrees & Levels)</i> | Bachelor of Science degree in engineering or science. | | |
| <i>Desired Education (Degrees & Levels - if applicable)</i> | Master's degree or PhD in a relevant engineering, science or technology lifecycle management discipline. | | |
| Full Time Position? (Y/N) | Y | | |
| Job Requires lifting 35+ Pounds (Y/N) | N | | |
| Desired Start Date | 09/26/2008 | | |
| Can this position accommodate... | | | |
| Part Time Employees? (Y/N) | Telecommuting? (Y/N) | Foreign Nationals? (Y/N) | |
| N | N | N | |

Please Select All Related WBS Elements for this PD
(required for distributing PDs to contract providers for sourcing)

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| WBS Elements of 1.5.02 | | |
| 9.9.2 | Quality Assurance | X |