

Position Description (PD) for Yucca Mountain Lead Lab Activities

SAND2007-1824P

Position Description Number	YM155
Creation Date of PD	March 20, 2006
Job Title	Quality Assurance Specialist
SNL Dept Name	Quality Assurance
SNL Org Number (or TBD)	TBD
Number of Openings	2
Description of Position	<p>This position is responsible for ensuring implementation and verification of the Lead Laboratory Quality Assurance Program.</p> <ul style="list-style-type: none"> Reviews procedures, procurement documents and work planning documents to ensure they contain and conform to appropriate quality requirements. Assists Lead Laboratory organizations in evaluating the effectiveness of their Quality Program implementation. Participates in assessments of assigned areas, initiates Condition Reports, and participates in corrective resolution/verification. Investigates causes of non-conformances, obtains dispositions, and concurs with corrective action. Ensures assigned work is performed in accordance with the Lead Laboratory Quality Assurance Program Description and the QARD. Apprises Lead Laboratory Quality Assurance management of significant quality issues. Provide routine status of performance to the Lead Laboratory Quality Assurance manager(s). Interface with PIs and other data submitters to ensure that the structure & content of data submittal packages are in accordance with governing procedures. Compile data packages, verify their content and ensure receipt by the RPC. Track status of quality deficiencies. Recommend to the Lead Laboratory Quality Assurance manager(s) issuance of stop work orders to responsible management after a stop work condition has been identified; recommend closure of the stop work order based on resolution of the condition. Stop any process or activity that is unsafe and may lead to injury, illness, or damage to the environment. Strives to enhance organizational performance through continuous improvement, effective planning and follow-up action. 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.</p> <p>Required Experience: Four (4) years experience in a technical field. Position requires experience with data processing and process control.</p>
Desired Skills & Experience (if applicable)	<ul style="list-style-type: none"> Frequent contact and interaction with the Lead Laboratory organizations. Frequent contact and interaction with peers at the U.S. Department of Energy, Office of Civilian Radioactive Waste Management. Adherence to societal, moral, ethical, technical, and organizational values. Compliance with legal and regulatory requirements. Able to apply 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. Ability to make decisions in varied situations. Ability to make effective and logical decisions based on available information.
Required Education (Degrees & Levels)	An accredited high school certificate plus four (4) years experience in a technical field.

Full Time Position? (Y/N)	Y	
Job Requires lifting 35+ Pounds (Y/N)	N	
Desired Start Date	10/01/06	
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)

WBS Elements of 1.5.02		
1.5.01.03	Systems Engineering and Reliability	X

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