



CURRENT OPENING
QUALITY CONTROL CLERK
Tracy, CA

Posting Date:	08/25/2020	Close Date:	Until Filled
Job Title:	Quality Control Clerk	FLSA:	Non-Exempt (weekly payroll)
Job Locations:	Tracy, California	Travel:	0%
Reports to:	Quality Manager		

Northwest Pipe Company (NASDAQ: NWPX) is a North American leader in the manufacturing of welded steel pipe. With over 50 years in the business, we provide the highest quality products, at competitive prices, with top-notch support. Becoming part of the Northwest Pipe team means embracing and demonstrating our core values, which include: Accountability, Commitment and Teamwork. Employee safety, customer satisfaction and manufacturing quality products are our highest priorities.

NWP is looking for dynamic, energetic and career-minded people who can make a difference and will immediately contribute towards taking our company to the next level. **We currently have an opening for a Quality Control Clerk.**

JOB SUMMARY

Maintains logs and drawing files and operates computer and various software in performance of work assigned by the Quality Manager.

PRIMARY RESPONSIBILITIES

- Include the following, and other duties may be assigned.
- Log, copy and distribute drawings and revisions.
- Maintain Current Job Drawing File.
- Maintain Revision Drawing File.
- Maintain Approved Submittal Drawing Packet.
- Maintain Job Specifications and Contract Drawing Logs.
- Maintain Master Document Log, and Obsolete Document File
- Types reports and other types of business correspondence.
- Provides administrative assistance during all audits and inventories.
- Create spreadsheets and enter appropriate data.

SUPERVISOR RESPONSIBILITIES

- This position has no supervisory responsibilities.

QUALIFICATIONS / OTHER REQUIREMENTS

- Capable of following all safety requirements, work rules and regulations.
- Ability to comprehend and follow instructions.

EDUCATION / EXPERIENCE / CERTIFICATES, LICENSES, REGISTRATIONS

- High School diploma, GED; or one-year certificate from college or technical school; or six to twelve months related experience and/or training; or equivalent combination of education and experience.
- Familiarity with ISO 9001:2015.

WORK ENVIRONMENT

- The environmental conditions for this position include inclement outdoor extremes of cold, heat, dust, wind and various forms of precipitation.
- Walking, moving around and or standing eight (8) hours or more per day. Walking includes moving within a 100 acre facility with dirt roads and uneven ground.
- Recurring climbing and descending of stairs throughout the day to perform work at heights. Work for this



position can be performed at an elevated station and requires a comfort with heights and balance.

- A minimum amount of sitting may be required for this position.
- There is repetitive hand-wrist, elbow and shoulder motion required for this position for approximately eight (8) hours during the work day.
- Lifting and or retrieving items of 0-50 pounds without assistance; 50 – 100 pounds with assistance and 100+ pounds with mechanical assistance.
- While operating a forklift or skip loader must be able to press clutch, brake and gas pedals and the ability to control equipment with mechanical hand levers.
- In the course of a normal day additional physical activities include bending, stooping, squatting, kneeling, crawling, pushing, pulling, twisting, reaching and climbing ladders.
- Employees in this position are exposed to a wide range of varying degree of moderate to excessive noise levels.
- Sight must be within normal ranges to determine that machines are running properly. Specific vision abilities also include close, distance, color, peripheral, depth and the ability to adjust and focus.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HOW TO APPLY

<https://prd01-hcm01.prd.mykronos.com/ta/6079263.careers?ApplyToJob=1812228466>

Our organization maintains a drug-free workplace. Except where prohibited by state law, all offers of employment are conditioned upon successful passing of a drug test and background check.

Northwest Pipe Company is committed to equal employment opportunity and affirmative action. Minorities, females, veterans, and individuals with disabilities are encouraged to apply.

*If candidates are not identified in applications received by 09/25/2020– position will remain open until filled but may be closed at any time on or after 09/25/2020 with or without notice.