



PCI SUPPORT SERVICES LLC

Open Until Filled

TITLE: Quality Assurance Specialist -Modular Program - Federal

FULL/PART-TIME: Part Time

PERMANENT/TEMP: Contracts

Specific CITY: Portsmouth

STATE: Virginia

COUNTY: N/A

COUNTRY: US

QUALITY ASSURANCE SPECIALIST – MODULAR PROGRAM - FEDERAL

The Quality Assurance Specialist – Modular Program - Federal is responsible for providing comprehensive quality assurance and maintenance/repair oversight (on-site) in support of the PCISS Modular Lease Program/contracts with the US Navy. Hands-on maintenance may be required, and overall knowledge of facilities maintenance management is a hard requirement. Duties include providing 24-hour on-site support against all incoming maintenance/service calls relating to PCISS modular units and containers located at the Norfolk Naval Shipyard (NNSY), VA and Joint Expeditionary Base (JEB) Little Creek, VA.

REPORTING RELATIONSHIP

The Quality Assurance Specialist – Modular Program - Federal reports directly to the PCISS Senior Program Manager responsible for Modular Programs support services.

DUTIES AND RESPONSIBILITIES

- Provides direct support to the PCISS Modular Maintenance Program
- Communicates and coordinates with PCISS Modular Maintenance Program team immediately following incoming troublecalls from the US Navy related to PCISS modular facilities (24-hour response – contractual requirement).
- Develops and maintains Federal customer (DoD) relations to include Contracting Officer Representatives and Division/Departmental personnel on-site NNSY and JEB Little Creek, VA installations. Provides oversight and direction to all assigned vendors to ensure performance expectations are met – includes HVAC, electrical, mechanical, structural, fire alarm resets, quarterly HVAC filter change-outs, and interior items (ceiling tile replacements, vinyl flooring repair and/or replacement, more).

QUALIFICATIONS

- High School Diploma and 10 years' experience in verifiable facilities maintenance roles (maintenance/repair and or quality assurance/light maintenance and repair) Modular maintenance experience preferred.
- Direct experience working with DoD clients in the modular facilities environment preferred (US Navy a plus)
- Subcontractor/Vendor management experience, preferably coordination and maintenance/repair of modular facilities and containers.
- Ability to comply with all other requirements as specified within the PCISS Personnel Policies and Procedures.
- Experience with HVAC servicing and repair highly desirable.

TRAVEL: On-Call – travel to Norfolk Naval Shipyard, VA and Joint Expeditionary Base Little Creek, VA

REMOTE: This position is not remote eligible. Physical response time to NNSY and Little Creek must be less than 4 hours.

SECURITY REQUIREMENTS:

Must be able to obtain and maintain a security clearance at the Secret level, though candidates with an active Secret are highly sought. US Citizenship is a requirement for Secret clearance at this location.

Equal Opportunity Notices

- PCISS is an Equal Opportunity/Affirmative Action Employer. Except as allowed by law, PCISS evaluates qualified applicants without regard to race, age, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, physical or mental disability, genetic factors, veteran status, and other protected characteristics EOE/AA/M/F/D/V.
- Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities.
- Please view Equal Employment Opportunity Posters provided by OFCCP

PCISS will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

- PCISS is owned (directly or indirectly) by a federally recognized Indian tribe. Therefore, in accordance with federal law and regulation, PCISS may give preference to Indians with regard to positions on or near an Indian reservation.

Physical Requirements

The physical demands described herein are representative of those which must be met by an employee to successfully perform the essential functions of the job. Employees must possess the ability to work in a standard office or conference room setting and use standard office equipment, including a computer.

To visit other company sites, employees must be able to operate a motor vehicle and fly in an aircraft, both of which may require sitting for prolonged periods of time. Employees must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Standing in work areas and walking between work areas will be required. This position requires an employee to occasionally bend, stoop, kneel, crouch, crawl, climb or balance; reach, push, and pull drawers and doors open and closed. The employee must occasionally lift and/or move up to 20 pounds.

PCI Support Services is an equal opportunity employer. PCISS does not discriminate on the basis of age, sex, race, national origin, religion, marital status, sexual orientation or identity, or disability.

*Preference may be extended to qualified Native American Indian candidates.
in accordance with applicable federal law.*