



## JOB DESCRIPTION

### QUALITY ASSURANCE STUDENT

<b>Incumbent:</b>	TBD	<b>Department:</b>	Quality Control (Wet Cast)
<b>Reports to:</b>	QA Supervisor (WC)	<b>Title:</b>	Co-op Student
<b>Location:</b>	Puslinch	<b>Review Date:</b>	December 2025
<b>Job Profile:</b>			
The Quality Assurance Student will be involved with inspection and testing activities in a precast concrete manufacturing facility.			
<b>Primary Responsibilities:</b>			
<ul style="list-style-type: none"><li>• Assist with pre and post pour product inspections according to engineering specifications.</li><li>• Maintain and control the integrity of inspection equipment.</li><li>• Maintain proof of inspection on product, materials, work-in-process items, and equipment.</li><li>• Concrete laboratory and product testing.</li><li>• Maintain effective communication with front line production and supervisory personnel.</li><li>• Identify non-conformities.</li><li>• Identify and report any health and safety hazards.</li></ul>			
<b>Required Skills and Attributes:</b>			
<ul style="list-style-type: none"><li>• Effective communication skills (verbal and written)</li><li>• Demonstrated proficiency in Microsoft Office – MS Outlook, MS Word, MS Excel, Database</li></ul>			
<b>Education Requirements &amp; Qualifications:</b>			
<ul style="list-style-type: none"><li>• Enrolled in College or University. Industry-related technical programs are preferred for this role.</li></ul>			
<b>Working Environment:</b>			
<ul style="list-style-type: none"><li>• Open office high traffic environment with appropriate facilities</li><li>• Workstations are equipped with a desk, chair, filing cabinet, mid height partitions, integrated office phone, and computer.</li><li>• Normal office hours of operation 8:00 am – 4:30 pm with a 30-minute unpaid lunch break</li><li>• Shifts are subject to change based on seasonal demand.</li><li>• Overtime may be required during busy season</li><li>• Physical activities will consist of prolonged periods of sitting, periodic filing, inter-office walking, and meeting attendance. When visiting the manufacturing floor, ladder climbing, bending, twisting in a manufacturing environment and all-weather outdoor activities may be required.</li></ul>			
<b>Approvals (name / signature)</b>			
<b>Manager:</b>		<b>Date:</b>	
<b>Director:</b>		<b>Date:</b>	
<b>Human Resources</b>		<b>Date:</b>	
<b>Compensation Disclosure:</b> The expected compensation for this co-op position is \$22.26 per hour.			
<b>Artificial Intelligence (AI) Disclosure:</b> Please note that CONCAST does not use artificial intelligence as part of the screening, assessment, and selection process.			
<b>Vacancy Status Disclosure:</b> This job posting is for an existing vacancy within our organization.			

<b>Employee Acknowledgement:</b>			
I have read this Job Description and reviewed it with my Human Resources representative and/or my Direct Supervisor.			
I understand and accept the outlined requirements and recognize that alterations may be required as business conditions and needs change.			
<b>Signature:</b>		<b>Date:</b>	
<p>CONCAST is an equal opportunity employer, and we are committed to establishing a qualified and diverse workforce. We are committed to accommodating applicants with disabilities throughout the recruitment and selection process, in accordance with the <i>Accessibility for Ontarians with Disabilities Act (AODA)</i>. Should you require disability-related accommodation to participate in our recruitment process, please contact Human Resources. Any information received relating to accommodation will be addressed confidentially.</p> <p>Applications from qualified candidates and/or questions, comments or related feedback from employees should be sent to Human Resources @ <a href="mailto:HR@concastpipe.com">HR@concastpipe.com</a></p>			