



Compliance Administrator

Overview

The basic function of the Compliance Administrator is to provide administrative support and coordination for Engineering Services. Thereby enabling the technical personnel focus on their work. Other functions include:

- Provide a clear line of communication for them with all in-house members and outside contacts.
- Maintain an example of professionalism, competence and knowledge, act as an effective resource whenever possible.
- Help keep projects on schedule by tracking all plan submittals and permits through approval and communicating with clients and agencies.
- This position will assist as needed with an appropriate team assisting in accomplishing drafting and design, dependent on the workload as assigned by the Engineering Manager.
- To function as a Quality Control Officer to check plans for design quality standards set forth in the AutoCAD Standards manual before the plans are in the hands of the client.

Requirements

Education:

Required: High School Diploma.

Preferred: Same as above with training in AutoCAD.

License/certification:

- Must have a valid driver's license and be insurable under the Company's insurance carrier.

Experience:

- A minimum of 3 years project coordination experience, preferably in a mechanical engineering and construction environment.
- Must have an excellent grasp of mechanical engineering terminology and operations.
- Experience with permitting and project close-outs.

Skill, Knowledge & Abilities:

- Must be familiar with mechanical designs and standards.
- Excellent knowledge and understanding of AutoCAD, standards, and techniques.
- Good working knowledge in the ASME accreditation process a plus.

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- Strong communication and organizational skills to effectively interact with a variety of people from different cultures, educational backgrounds and beliefs.
- Good verbal and writing skills
- Good organizational skills.
- Proficient computer skills, word processing and spreadsheet software.
- Knowledgeable in mechanical engineering documentation and procedures.
- Must have interpersonal communication abilities such as telephone etiquette.
- The use of analytical, writing, and communication skills, which demonstrates an ability to organize, direct and control a documentation process.
- Have extensive knowledge of submittal requirements of all governing agencies.
- Ability to provide accurate reports and data in a timely manner.

Physical:

- Sitting for an extended period time using a computer.
- Climb up and down stairs.
- Able to climb ladders and walk long distances for jobsites

Mental:

- Requires excellent writing skills with the ability to problem solve on a daily basis.
- Ability to multi-task, coordinate numerous activities at the same time.
- Requires statistical and analytical knowledge using business math.
- Must have the ability to read and comprehend plans and drawings.
- Language requirements are reading, writing, spelling and the ability to communicate clearly on all business levels.

Working conditions:

Office and demanding engineering environment.

Authority

The Compliance Administrator has the authority to carry out all duties assigned by the Engineering Manager.

Reporting Relationships

The Compliance Administrator reports directly to the Engineering Manager.

This position will require interaction with the Engineers, Operations and Service Personnel.



Responsibilities and Duties

- To act as a liaison with customers, regulatory agencies, subcontractors, and/or internal units on quality and code compliance matters.
- Administer the American Society of Mechanical Engineers (ASME) Code authorization program. This includes the written manual, periodic surveys, liaison with Authorized Inspectors and Inspection Agencies, and transmittal of Code Data Reports.
- Administer and coordinate the Quality Control Manual required by the state of Oregon.
- Assist in the Continuous Improvement Program (CIP).
- Administer the Company welder performance qualification and welding procedure specification program.
- Prepare, present, and coordinate site specific quality plans as required by various contract technical documents.
- Assist in defining, establishing, and maintaining the corporate relationships necessary to the successful operation related to area of compliance.
- Establish compliance plans to include short, medium and long term goals and objectives as directed by the President.
- Verification of compliance of received and finished material.
- Establish compliance priorities, track activity, results, maintenance of records and criteria needed.
- Establish policies and procedures for the compliance departments and submit to the President for review.
- Establish and maintain relationships with regulators and customers consistent with compliance objectives.
- Be aware of the submittal requirements of all governing agencies per project.
- Keep in contact with agencies and clients regarding what stage the submittals are at. Inform the appropriate personnel related to the project of the conversations.
- When submittals are received back with comments or approval, distribute to the appropriate manager and/or engineer.
- When submittals are not approved, inform the appropriate manager and/or engineer.
- Ensure there is continuing project administrative support for the technical departments.
- Ensure there is a back-up trained for this position.
- Participate in the weekly Project Managers Meeting.
- Responsible for distribution of all plan requests for current and non-current projects.
- To coordinate signature on all plans in a timely manner.
- To prioritize workloads and communicate regularly to verify deadlines, remaining flexible.
- When requested, update project tracking database with current project information daily and ensure it is updated.
- To monitor the performance of the quality system, ensuring its continued compliance with the
- company quality standards.
- To develop formal standards and documents and keep it updated.
- To participate in continuing education and training.

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- To perform any other assignments requested by the Engineering Manager.

Measurements of Performance

- All plan submittals have been tracked through approval.
 - Has effectively supported the engineering department.
 - A back-up(s) has been trained or, is in the process of being trained, for this position.
 - Excellent attitude is portrayed to all company personnel and customers.
 - Promotes a cooperative, working relationship among staff and company.
 - Has handled all project administrative tasks in an accurate and timely manner.
 - All manuals and procedures are updated as required.
 - Additional tasks, as assigned have been completed within the guidelines as directed.
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- To monitor the performance of the quality system, ensuring its continued compliance with the
 - company quality standards.
 - Is an active participant in the project meetings pertaining to permits, code, and quality issues.
 - Consistently shows ability to recognize and deal with priorities.
 - Cooperated with engineers in maintaining a smooth flow of work in to final project completion.
 - Has maintained a positive can-do attitude and productivity are high.
 - Has the ability to be flexible and organized to contribute to the process in meeting the time schedule set for assigned projects.
 - Effectively performed other duties or responsibilities as assigned.

Full Time

Location - 2945 N.E. Argyle Street in Portland, Oregon

Hours – M-F, 8am to 4:30 pm, in office only

Travel – 10 to 20% mostly local

Communications and Dress Code

- Professional and strong communication skills are required due to customer interactions
- Business casual with jeans allowed in office. Durable clothing and safety PPE for construction sites.

Full Time Benefits

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- Holidays, vacation, sick leave
- Full medical, dental, vision packages
- 401k matching
- Education reimbursement
- Potential for annual bonus