



QA/Safety Coordinator

Department: Production
Reports to: Plant Manager
Location: Union City, CA
Experience: 2-4 years
Job Type: Full-Time
Education: Min. High School Diploma
Travel: Up to 10%

About Us

Tournesol Siteworks is a national manufacturer of landscape products for green buildings based in the San Francisco Bay Area. We're a growing company, with manufacturing facilities in California, Washington and Texas, working on environmentally conscious commercial construction projects across the U.S and Canada. We're a tight-knit group looking for a real team player.

About the Team

The Production team is currently seeking QA/Safety Coordinator for our Union City, CA manufacturing facility. The Production team works together with other departments to create, build, assemble, and ship products for the commercial construction industry.

About the Role

As a QA/Safety Coordinator, you will work under the direction of the Plant Manager and with the Corporate Safety Director to ensure a safe and healthy work environment by implementing safety and health programs and objectives, as well as coordinating safety training programs. They will also be responsible for overseeing the quality assurance of our manufacturing team, including inspecting incoming product from our sister facility in Mexico and other manufacturing partners overseas. The QA/Safety Coordinator will be based in our Union City, CA manufacturing facility. You will have a direct hand in accomplishing our #1 goal – a successful project in every way.

Essential Duties and Responsibilities

- Specifies and supports plant personnel in selection of appropriate personal protective equipment
- Maintains corporate safety library (e.g., videos, regulations, reference manuals)
- Promotes safety and health awareness
- Monitors lost-time injuries/illnesses of worker's compensation claims
- Conduct and reviews injury/illness and noninjury incident investigation reports and follows up as necessary
- Conduct safety inspections of all manufacturing plants, and of equipment/machinery
- Ensures annual training and certification is completed for all production employees as necessary
- Be extremely thorough and detail-oriented and work well with established processes while creating and implementing new processes for improved quality control.
- Prepares quality documentation and reports by collecting, analyzing statistical data, determine standards, summarize information and trends including failed processes, corrective actions, and validations.
- Formulate and maintain quality control objectives and coordinate objectives with production procedures in cooperation with other plant team leaders to maximize product reliability and minimize costs.
- Responsible for quality control programs and procedures on all Tournesol Siteworks products and supplies. Samples and evaluates vendor samples and incoming shipments of components. Performs all routine analyses to monitor incoming components.
- Achieves quality assurance operational objectives by contributing information and analysis to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; identifying and resolving problems; completing audits; determining system improvements; and implementing change.

Tournesol Siteworks provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, or veteran status. In addition to federal law requirements, Tournesol Siteworks complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

Necessary Skills

- Proven experience as a Powder Coating Operator/Painter
- Ability to lift more than 50lbs.
- You should have strong attention to detail
- Reliable transportation, regular attendance and punctuality are critical

Benefits

- Competitive salary
- Paid time off
- Paid holidays
- Medical, dental, vision, disability and life insurance
- 401k with employer match

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, unless accommodation would cause undue hardship to the business. While performing the duties of this job, the employee is regularly required to:

Frequency	Physical Demands																	
	Lift/Carry				Push/Pull				Bend									
	< 10 lbs	11-20 lbs	26-40 lbs	41-100 lbs	< 12 lbs	13-25 lbs	26-40 lbs	41-100 lbs	Squat/kneel	Sit	Walk	Stand	Climb	Crawl	Reach above shoulder	Handling / Fingering	Twist/Turn	Keyboard
Occasionally				X						X			X	X	X			
Frequently							X	X		X							X	X
Constantly	X	X	X		X	X	X					X				X		

Occasional – Activity or condition exists 1/3 of the time
 Frequently – Activity or condition exists from 1/3 to 2/3 of the time
 Constantly – Activity or condition exists 2/3 or more of the time

“Frequently” or “Constantly” are ESSENTIAL elements, or demands occurring in the job since they exist, in general, more than half of the time. Physical demands which are designated “Occasional” may be considered essential depending on other conditions.

To Apply

Submit your resume and salary requirements to jobs@tournesol.com
 Please do not submit more than once. We’ll do our best to respond within 3-5 business days to candidates being considered for the position. After a preliminary phone interview, you may be scheduled for an in-person interview. For more information visit www.tournesol.com or follow us on Instagram and Facebook.