

## Job Description

**Organization:** Canadian Council of Motor Transport Administrators (CCMTA)

**Job Title:** Quality Assurance Engineer

**Reports to:** Director, IT

### Company Information:

The Canadian Council of Motor Transport Administrators (CCMTA) is an incorporated non-profit organization in Canada that coordinates all matters dealing with the administration, regulation and control of motor vehicle transportation and highway safety. Membership includes representation from provincial and territorial governments as well as the federal government of Canada. It also comprises associates from transportation related organizations.

CCMTA provides collaborative leadership in addressing Canadian road safety priorities through the work of its Board of Directors and three program committees: Road Safety Research and Policies; Drivers and Vehicles; and Compliance and Regulatory Affairs.

CCMTA supports its members' vision to have the safest and most efficient movement of people and goods by road in the world.

### Summary of Position:

Reporting to the Director of IT, our ideal candidate will be responsible for creating and implementing QA automation, process, and strategy, developing test plans and executing exploratory and automated testing as part of any new and ongoing product releases.

### Key Responsibilities:

- Create and implement QA automation, process, and testing strategies
- Develop and execute exploratory and automated tests to ensure product quality
- Review technical specifications and design documentation for QA compliance, and provide timely, relevant and meaningful feedback to the team
- Design and implement tests, debug and define corrective actions
- Review system requirements and track quality assurance metrics (e.g. defect densities and open defect counts)
- Monitor all stages of software development to identify and resolve system malfunctions to meet quality standards.

If you hold an engineering background and enjoy providing end-to-end solutions to software quality problems, we'd like to meet you.

**What you will do:**

- Create, plan, and manage the overall Quality Assurance strategy
- Develop standards and process to determine product quality and release readiness
- Estimate, prioritize, plan and coordinate testing activities
- Identify quality assurance process bottleneck and suggest actions for improvement
- Identify key KPIs for product quality
- Research new tools, technologies, and testing processes
- Review requirements, specifications, technical design documents, and interfaces against QA standards and make recommendations as needed
- Create detailed, comprehensive and well-structured test plans and test cases
- Design, develop and execute automation scripts
- Identify, isolate, and track bugs
- Perform thorough regression testing when bugs are resolved
- Record test progress and results
- Code automated tests
- Perform and document QA risk analysis
- Collaborate with the Product Development team on an ongoing basis to execute QA process
- Prepare and present QA reports to Management

**Job Requirements & Qualifications:**

- Deep understanding of software testing, its main concepts and processes, different testing levels, methods, and types; test estimation techniques
- Strong knowledge of software QA methodologies, tools and processes
- Experience in writing clear, concise and comprehensive test plans and test cases
- Hands-on experience with automated testing tools
- Experience with performance testing is a plus
- Solid knowledge of SQL and scripting
- Experience with cloud platforms such as Microsoft Azure
- Programming skills including coding, basic SQL knowledge to extract data for tests, general web development skills, and web services
- Knowledge of visual studio and C#
- Knowing and understanding of how restful API's work
- Experience working in an Agile/Scrum development process
- Critical thinking and analytical skills to examine bug reports and prioritize necessary tests
- Good communication and teamwork skills BS/MS degree in Computer Science, Engineering or a related subject
- 3+ years experience in software development and quality assurance
- 3+ years experience with software QA tools and processes
- Good oral and written communication skills in English
- Ability to work efficiently with minimal supervision

Language:

English is essential; ability to work in both official languages would be an asset.

Citizenship:

Canadian citizen or permanent resident (eligible to work in Canada) required.

Additional requirements:

- This role is not remote and would require that the successful candidate is onsite at the office (currently remote under COVID-19 restrictions) Relocation assistance will not be provided.
- Candidate must be able to obtain security clearance.

**Please submit a résumé AND covering letter which summarize your experience and suitability for the position to the attention of the IT Director at [info@ccmta.ca](mailto:info@ccmta.ca).**

**We are looking to fill this position ASAP and will assess applications, and contact qualified applicants, as we receive them. There is no official closing date for applications.**

**We thank all applicants for their interest. However, only those invited for an interview will be contacted.**

**CCMTA welcomes applications from persons with disabilities, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Accommodations are available on request during the hiring process. Applicants are asked to make their needs known in advance.**