



Title: Quality Assurance Administrator

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to develop and provide oversight to quality assurance and quality control practices for the District related to capital and maintenance activities. This is accomplished by planning coordinating, overseeing and developing QA/QC processes, developing standard operating procedures, creating consistency in the District’s processes in design, construction, and maintenance, and providing technical support to operations and maintenance staff to ensure compliance with the FTA QA/QC guidelines.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Provides development and oversight of quality practices related to capital and maintenance activities by developing specifications and contract requirements for designs, construction and maintenance and by auditing, inspecting and testing in various disciplines.	35%
2	S	Addresses non-conforming issues and problems by providing mediation, reviewing contractor submittals and inspecting/testing plans, performing audits and first article/source inspections, conducting inspections/testing in various disciplines, auditing/inspecting systems to ensure contract compliance, determining if deficiencies are validated by contract requirements, and recommending solutions for commercial negotiation of deficiencies.	20%
3	S	Ensures compliance with federal guidelines, government regulations, and department/industry standards by implementing project quality plans and guidelines, developing contractual requirements, performing internal/external audits and design reviews, and enforcing contract requirements, standards, and codes.	15%
4	S	Develops procedures/processes and complete review standards by gathering feedback from staff personnel regarding procedure development, assisting in the updating of design criteria, assisting in and developing in the safety certification processes, making recommendations for design control, and reviewing	15%



		procedures/processes and submittals.	
5	S	Oversees the configuration management process by planning, organizing, documenting, and chairing District activities, documenting, controlling, and tracking all configuration control changes, ensuring compliance with the configuration management standard operating procedures, and training personnel in the processes.	5%
6	S	Performs administrative duties by advising management regarding issues affecting execution/completion of capital projects, providing input on the performance evaluation of staff members, and coordinating with operational staff to ensure capital projects are meeting staff needs.	10%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Construction Management, Engineering or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of five (5) years of engineering related experience in fabrication, manufacturing, or construction. Experience in rail transit systems or public works facilities is preferred.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.



Budget Responsibility	Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/project level budget and expenditures.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

KNOWLEDGE
<ul style="list-style-type: none"> • Standards and codes for construction and procurement of contracts. • Engineering civil, electrical, mechanical, and processes. • Inspection and test methods for a wide variety of materials. • Contract management principles. • Training for the development and implementation of QA/QC programs to consultants and contractors. • Codes and standards for inspection and test criteria. • Inspector and test personnel qualifications and requirements. • Configuration management principles, practices, methods and application. • Write and implement a QA or QC program. • Construction management principles, practices, methods, and application. • Masonry and concrete inspection methods and practices. • Paint coatings and use of test equipment. • Codes, standards, specifications, and types of materials. • Fabrication and manufacturing methods and processes. • Techniques used to perform failure analysis when fabrication and/or process control methods are not known. • Resources to be used for third party analysis. • Principals of supervision, training, and employee development.

SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software. • Specialized software related to functional area.



ABILITIES

- Write contract language and specifications.
- Review design plans and specifications.
- Communicate effectively, both orally and in writing.
- Learn transit operations requirements related to rail..
- Prepare and make presentations.
- Prepare and conduct effective meetings.
- Learn FTA and ISO quality standards and writing quality procedures.
- Issue nonconformance reports to contractors and review acceptability of corrective actions.
- Develop and implement QA/QC education program for District staff, consultants and contractors.
- Perform source inspections and write reports summarizing findings.
- Develop and implement the District’s QA/QC Program.
- Audit contractors.
- Document lessons learned for incorporation into subsequent contracts.
- Determine acceptable standards for materials and equipment.
- Interpret codes, specifications, standards and contract documents.
- Schedule inspections and tests so that the materials and equipment is easily available.
- Learn safety certification requirements for opening new facilities/extensions for service.
- Learn laws, ordinances, rules, and regulations related to public transportation and standards for public works, transit, or highway construction.
- Learn design and construction of civil, track, systems, and structures, including codes and safety regulations.
- Learn District policies and procedures.
- Establish and maintain cooperative working relationships.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	Heavy	Very Heavy
X				
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Observing work site; observing work duties; communicating with co-workers
Sitting	C	Desk work; meetings
Walking	O	To other departments/offices; around work site
Lifting	R	Equipment
Carrying	R	Equipment; files
Pushing/Pulling	R	File drawers; equipment; tables and chairs
Reaching	R	For files
Handling	F	Paperwork
Fine Dexterity	C	Computer keyboard; calculator
Kneeling	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers
Crawling	R	Under equipment
Bending	R	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	R	From computer to telephone; getting inside vehicle
Climbing	R	Stairs; ladders; step stools; onto equipment
Balancing	R	On ladders; on equipment; on step stools
Vision	C	Reading; computer screen; driving; observing work site
Hearing	F	Communicating via telephone/radio; to co-workers/public; listening to equipment
Talking	O	Communicating via telephone/radio; to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, copier, calculator, fax machine, vehicle, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	O
Chemical Hazards	O
Electrical Hazards	O
Fire Hazards	R
Explosives	R
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	S
Extreme Temperatures	S
Noise and Vibration	S
Wetness/Humidity	S
Physical Hazards	S

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Safety eyewear, reflective safety vest, safety shoes and hard hat.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.