



Title: Quality Assurance Specialist I

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to evaluate the District’s construction, fabrication, and procurement activities in order to maintain a comprehensive and functional quality assurance and quality control program. This is accomplished by reviewing contracts for compliance, assisting in audits, inspections, and surveillance, monitoring contractor/vendor activities, and identifying non-conforming and deficient products and processes.

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	Coordinates quality assurance audits by planning, scheduling, and conducting inspections and surveillance, reviewing quality control plans, technical specifications and test plans, establishing an audit schedule and distributing accordingly, preparing audit reports, assisting with follow-up audits, and resolving all issues and concerns identified throughout the audit process.	40%
2	L	Monitors construction activities, products and processes by identifying deficiencies, coordinating corrective action on non-conforming parts, reviewing contract specifications and contractor submittals, editing contract drawings and technical specifications as needed, creating documentation regarding non-conforming parts, and distributing documentation to project personnel.	20%
3	S	Addresses issues and concerns by attending construction and design project meetings, reviewing and updating logs and meeting minutes, and distributing meeting minutes accordingly.	20%
4	S	Provides support for quality assurance programs, plans and procedures by developing, implementing, and maintaining such plans, reviewing plans, inspections and test plans, performing first article inspections/tests and source inspections, and performing job site inspections.	10%
5	S	Monitors contract and vendor activities by reviewing, analyzing, and evaluating products and reports, ensuring compliance with project specifications and requirements, and identifying negative trends and/or impacts to the project.	10%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two (2) year associate's degree, diploma or equivalent from an accredited college, technical, business, vocational, or correspondence school in Mechanical, Electrical, Civil or Industrial Engineering or an Engineering Technology 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 one (1) year of engineering related experience in fabrication, manufacturing, or construction.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work requires regular interaction involving exchange and receipt of information.
Freedom to Act	The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.
Technical Skills	Basic: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Budget Responsibility	Position has no fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Inspection/Testing Certification is preferred.



KNOWLEDGE
<ul style="list-style-type: none">• Contract requirements and technical specifications.• Filing and document storage/retrieval methods.

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

ABILITIES
<ul style="list-style-type: none">• Learn quality assurance theory, principles, practices and techniques.• Learn principles, practices, and techniques of quality process auditing.• Learn construction methodology related to light rail projects.• Concise technical writing, taking of meeting minutes, etc.• Communicate clearly, concisely, and effectively, both orally and in writing.• Read and understand engineering drawings and specifications.• Locate and retrieve archive documents.• Establish and maintain cooperative working relationships.• Learn District policies and procedures.



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; driving
Walking	O	To other departments/offices; around work site
Lifting	R	Supplies; files
Carrying	R	Supplies; files
Pushing/Pulling	R	File drawers; tables and chairs
Reaching	R	For supplies; for files
Handling	F	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator
Kneeling	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; retrieving items from lower shelves/ground
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
Balancing	R	On ladders; 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:

Calculator, telephone, fax machine, copier, vehicle, computer and associated software and hardware



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	R
Chemical Hazards	N
Electrical Hazards	R
Fire Hazards	N
Explosives	N
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, safety shoes, reflective safety vest 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	O
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.