



**Title: Senior Quality Assurance Specialist**

FLSA Status: Exempt

**BRIEF DESCRIPTION:**

The purpose of this position is to evaluate the District’s construction, fabrication, and procurement activities for contract compliance through audit, inspection, and surveillance in order to maintain a comprehensive and functional quality assurance and quality control program. This is accomplished by implementing and maintaining programs, plans, and procedures, planning, scheduling, and conducting audits, inspections and surveillance, reviewing, analyzing, and evaluating contractor and vendor activities, identifying nonconforming and deficient products and processes, and coordinating recommended corrective actions.

**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.

<b>(S) Sedentary</b> Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	<b>(L) Light</b> Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	<b>(M) Medium</b> Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	<b>(H) Heavy</b> Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	<b>(V) Very Heavy</b> 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	Implements and maintains quality assurance programs, plans and procedures by reviewing guidelines, reviewing contractors quality control plans and procedures for compliance with federal regulations, reviewing contractors inspection and test plans, performing inspections and tests, and performing source inspections.	40%
2	S	Plans, schedules, and conducts audits, inspections, and surveillance by reviewing technical specifications and requirements, reviewing inspection and test plans, reviewing quality control procedures, conducting quality assurance audits, inspections, and surveillance activities, preparing and distributing audit reports, and ensuring the successful resolution and closure of all observations and findings identified.	30%
3	L	Reviews and evaluates contractor and vendor activities, products, and reports by reviewing contractor submittals, reviewing program activities, products, and reports for adherence to projects specifications.	10%
4	S	Identifies nonconforming and deficient products and processes by reviewing contract specifications, drawings, submittals, and procedures, inspecting and examining supplier work, auditing contractors and suppliers, documenting nonconforming products, verifying contractor and supplier corrective action implementation, and ensuring the successful resolution and closure of all issues.	10



5	S	Reviews contract drawings and technical specifications by reviewing and editing documents, ensuring adherence to project specifications and current design criteria, and examining the content of technical specification for inclusion of applicable codes, standards and requirements.	10%
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**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 five (5) years of engineering related experience in fabrication, manufacturing, or construction.
Supervision	Job has no responsibility for the direction or supervision of others.
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	The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has no fiscal responsibility.
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	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	US ACE – Construction Quality Management for Contractors, ACI – Concrete Field Testing Technician, Grade I Certificates are preferred.

<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• Quality assurance theory, principles, practices and techniques.</li> <li>• Quality Management Systems and Programs (i.e. ISO 9000 or equivalent type system/practice).</li> <li>• Principles, practices, and techniques of quality process auditing.</li> <li>• Contract requirements and technical specifications.</li> <li>• Root cause analysis.</li> <li>• Corrective action investigation procedures (i.e. MRB or equivalent type system/process).</li> <li>• Filing and document storage/retrieval methods.</li> </ul>
<b>SKILLS</b>
<ul style="list-style-type: none"> <li>• Advanced word processing, spreadsheet, presentation and database software.</li> <li>• Specialized software related to functional area.</li> </ul>
<b>ABILITIES</b>
<ul style="list-style-type: none"> <li>• Write concise technical reports</li> <li>• Take meeting minutes.</li> <li>• Proficient in performing inspections and tests.</li> <li>• Communicate clearly and concisely.</li> <li>• Communicate effectively, both orally and in writing.</li> <li>• Establish and maintain cooperative working relationships.</li> <li>• Manage multiple concurrent tasks.</li> <li>• Interpret contract specifications/requirements.</li> <li>• Read and understand engineering drawings.</li> <li>• Perform precise inspections and tests.</li> <li>• Locate and retrieve archive documents.</li> <li>• Learn fabrication and manufacturing methods and processes.</li> <li>• Learn masonry and concrete inspection methods and practices.</li> <li>• Learn inspector and test personnel qualifications and requirements.</li> <li>• Learn contract management principles.</li> <li>• Learn standards and codes for construction and procurement of contracts.</li> <li>• Learn District policies and procedures.</li> </ul>



**OVERALL PHYSICAL STRENGTH DEMANDS:**

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

Sedentary	X	Light	Medium	Heavy	Very Heavy
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 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never 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)		None

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**



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

**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> 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:**

Protective clothing, safety vest, safety shoes, safety glasses, earplugs, hard hat

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> 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/A

(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.