

Title:	Effective Date:	Grade:	Job Category:
Quality Assurance Engineer	October 20, 2011	XVIII	Professional
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CHARACTERISTICS OF WORK

This position is responsible for verifying that materials used in construction and maintenance projects comply with Department standards, for operating Quality Assurance Programs for materials listed on the Qualified Products List, and for administration of the New Product Evaluation Program.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Provide assistance and recommendations for solutions of materials problems for projects throughout the State; monitor materials functions; review materials acceptance reports and independent assurance test reports.
- Develop Quality Assurance Programs work plans and operational procedures by:
 - reporting methods to assess quality control and product acceptability, effecting changes for compliance,
 - reviewing and evaluating products submitted for the Qualified Products list, and
 - making recommendations for additions and deletions.
- Administer the New Product Evaluation Programs by:
 - receiving proposals for new specifications products, making recommendations for evaluation of the products,
 - developing and administering a work plan for analysis, preparing intermediate and final reports,
 - communicating with the manufacturer/supplier.
- Coordinate Materials Division SiteManager activities.

MINIMUM REQUIREMENTS

Possession of a current *Arkansas* license to practice professional engineering. Experience in sampling and testing materials used for highway construction and maintenance, in statistical analysis, evaluation procedures, and report preparation, and in verbal and written communication. Working knowledge of SiteManager software. Valid driver's license.