



Job Title	QA/QC Construction Specialist	Job Code	FS0112
Pay Plan	USPS	Pay Grade	16
Union	AFSCME	FLSA Status	Non-Exempt
Job Family	Facilities	Union Code	22
		Subfamily	Construction Project Management

Job Family & Subfamily Summary

Facilities Professionals plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

Construction Project Management Professionals plan, organize, and coordinate construction projects. Design engineering plans and evaluate design proposals. Coordinates with architects, engineers, and construction team/firms to ensure adherence to schedules, project plans, and university objectives.

Job Summary

Conducts quality assurance and quality control (QA/QC) inspections. Identifies irregularities in design and construction.

Representative Duties

1. QA/QC Inspections

- Assesses process and procedures for all design and construction projects
- Inspects projects to ensure compliance with standards, policies, and guidelines
- Performs QC inspections to identify substandard work
- Initiates deficiency reports for non-compliance
- Solves problems, troubleshoots, and develops strategies to move forward and provide solutions
- Cross trains team on QA/QC responsibilities
- Acts in the capacity of "essential personnel" in the event of a natural disaster

2. Contract Compliance

- Monitors architects, engineers, and contractors for contract compliance with university standards, policies, and guidelines
- Audits or assesses practices against established procedure
- Writes reports and issues findings for compliance issues
- Provides objective findings for evaluation and follow-up
- Ensures a safe working environment and reports findings

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.