



Chaffin Quality Consulting Job Description

Job Title: Part Time Quality Technician (Entry Level)

Department: Quality Assurance Dept.

Reports To: Laboratory Operations Manager

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must satisfactorily perform each essential duty. The requirements listed below represent the knowledge, skills, and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma and a valid driver's license

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs inspections and witnesses tests as required by project specifications and the QCQ Quality Systems Manual.
2. Prepares test reports, maintains accurate statistical records, and quality assurance documents.
3. Evaluates test results for compliance with the specifications.
4. Calibrates and adjusts measuring and test equipment to ensure accuracy.
5. Performs mixture testing for the assigned projects as needed.
6. Obtain samples and perform tests, calculations, and inspections of aggregate, asphalt mixtures, and in-place materials.
7. Operate, maintain, and control all test equipment to ensure accuracy and precision.
8. Operate, maintain, and control the work area, equipment, and supplies in compliance with appropriate safety regulations and policies.

LANGUAGE SKILLS

Ability to communicate both verbally and in writing is required.

MATHEMATICAL SKILLS

Average math skills and analytical reasoning are necessary.

REASONING ABILITY

Ability to analyze complex situations regarding non-conformance; follow sampling, testing, and reporting procedures effectively.



CERTIFICATES, LICENSES, REGISTRATIONS

Certification for the materials primarily tested, or the ability to acquire certifications within two years of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those required by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

Work is done outdoors in all seasons and requires the ability to lift 50 pounds, bend, stoop, climb ladders, and platforms.