

JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: QUALITY CONTROL TECHNICIAN II

JOB SUMMARY:

This incumbent is responsible for conducting quality testing of engineering materials according to American Association of State Highway and Transportation Officials (AASHTO), American Society for Testing and Materials (ASTM) and British Standards Institution (BSI) standards. The individual is also responsible for the daily operations within the geotechnical laboratory.

REPORTS TO:

Senior Quality Control Technician or other designated officer

SUPERVISION GIVEN TO:

N/A

DUTIES AND RESPONSIBILITIES:

- Conducts Field and laboratory testing
- Checks log book regularly to ensure that samples are distributed equally to all laboratories
- Prepares reports indicating which labs are tardy in submitting results and submit to Senior QC Technician
- Checks incoming results for discrepancies, consult with Senior QC technician and have laboratories rectify problem
- Prepares monthly reports with incoming test results and forward to Senior QC technician
- Copies test results to the relevant Project Engineers and file original test results
- Assists Senior QC technician in preparing forms for auditing laboratories, asphalt plants and quarries etc.
- Assists Senior QC technician in training of in house staff
- Provides assistance in auditing Contractors QC plans and visits their plant, equipment and operations
- Provides assistance in Laboratory Inspections, Asphalt Plant Evaluations and Quarry Inspections
- Provides assistance in routine Round Robin as well as random inter-laboratory testing

KNOWLEDGE, SKILLS AND ABILITIES:

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- Must be proficient in Microsoft Word and Excel

SKILLS AND ABILITIES:

- **Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, and their applications.
- **Production and Processing** — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods
- **Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Quality Control Analysis** — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Communication** — Ability to communicate technical information to non-technical personnel.
- **Time Management** — Managing one's time and the time of others to complete all tasks up to performance standards and within the required time frame.

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| | <ul style="list-style-type: none">• Team Orientation— Ability to work along with others to provide high quality service; willing to provide support to team members who for whatever reason may be unable to fulfil their duties.• Attention to Detail — Job requires being careful about detail and thorough in completing tasks.• Candidate should be familiar with QC systems• Candidate should have a working knowledge of various laboratory testing standards (ASTM, AASHTO, BS) |
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MINIMUM EXPERIENCE AND TRAINING:

- Technicians Diploma in Civil Engineering from a recognised institution.
- Five (5) years’ related experience in a QC work environment.