

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Quality Assurance Specialist I

JOB CODE: 002265

DATE PREPARED: October 1, 1989

Revised: October 28, 1994

SUMMARY STATEMENT

The Quality Assurance Specialist I conducts studies and makes recommendations in response to potential or actual quality problems, and to the Quality Assurance Program.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent does not have direct supervisory responsibility. This position reports to a Quality Assurance Specialist II, Engineer III, or Senior Engineer.

NATURE AND SCOPE

1. Provides assistance to other quality assurance professionals in the development and implementation of methods for promoting quality assurance;
2. Advises personnel within the Company on matters concerning quality assurance, codes, standards, and programs;
3. Provides instruction and/or material to assist field personnel in quality assurance matters;
4. Performs surveillance of operations to determine compliance with codes;
5. Ensures timely and orderly completion of inspections, audits, and reports;
6. Assists in quality training activities;
7. Reviews material and equipment requisitions for adherence to quality standards and codes;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;

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6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with various employees and supervisory personnel for inspections, promotion of quality assurance, and compliance with codes and standards and error prevention, and performs audits and surveillances of internal units and vendors. Maintains continuous contact with technical and management personnel, Quality Assurance Specialists, and Engineers concerning the Quality Assurance Program.

WORKING CONDITIONS

Construction work site conditions exist most of the time where the incumbent may be exposed to adverse weather conditions and work hazards.

REQUIRED WORK EXPERIENCE

This position requires four years of experience in quality assurance or quality engineering.

REQUIRED TRAINING

This position requires high school graduation or equivalent, plus advanced vocational training in quality assurance.

Quality Assurance Specialist I

OTHER SPECIAL QUALIFICATIONS

Experience in, or working knowledge of 10 CFR 50 Appendix B, ANSI/ASME NQA-1, ASNT SNT-TC-1A, AWS codes, ASTM specifications, and Mil-Q-9858A is preferred.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Quality Assurance Specialist II

JOB CODE: 002355

DATE PREPARED: February 7, 1992

Revised: October 28, 1994

SUMMARY STATEMENT

The Quality Assurance Specialist II assists in the development and administration of a significant portion of the Quality Assurance or Total Quality Management Program.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have supervisory responsibility for exempt and technical nonexempt employees. This position reports to a Quality Assurance Specialist IV or the Quality Assurance Section Chief.

NATURE AND SCOPE

1. Consults with and advises other unit personnel throughout the Company in matters pertaining to quality assurance;
2. Assists in preparation of long-range plans and in implementation of quality programs in response to new missions;
3. Promotes quality assurance and understanding in other Company organizational units;
4. Assists in quality training programs;
5. Prepares reports of inspections; conducts audits and standards investigations to ensure compliance with quality codes and standards;
6. Assists in vendor and subcontractor evaluations for procurements from \$25,000 to several million dollars;
7. Reviews material and equipment requisitions for adherence to quality standards;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;

Quality Assurance Specialist II

6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement; creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with operating unit personnel to promote quality programs and provide assistance. The incumbent has frequent contact with technical and management personnel to coordinate the development and implementation of new or revised quality procedures and techniques, and performs audits and surveillances of internal units and vendors.

WORKING CONDITIONS

Field conditions exist most of the time where the incumbent may be exposed to adverse weather conditions and work hazards.

REQUIRED WORK EXPERIENCE

This position requires four years of experience in quality operations.

REQUIRED TRAINING

This position requires a high school diploma or equivalent, plus advanced vocational training in quality assurance.

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OTHER SPECIAL QUALIFICATIONS

Experience in, or working knowledge of 10 CFR 50 Appendix B, ANSI/ASME NQA-1, ASNT SNT-TC-1A, AWS codes, ASTM specifications, and Mil-Q-9858A is preferred.