



**PLANNING AND PUBLIC WORKS QUALITY ASSURANCE
TECHNICIAN**

Department: Planning and Public Works
Job Class #: 919300
Pay Range: Professional 06

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is technical support work for asset management processes assisting in the coordination and execution of condition and quality reviews of road assets, asset inventories, material processing/staging sites and associated maintenance and repair programs.

ESSENTIAL FUNCTIONS:

- Perform quality assurance reviews of various road maintenance, operations and preservation activities.
- Compile and record quality assurance data into the Division's asset management database software.
- Assist staff with detailed condition assessments of road assets and materials processing sites.
- Assist with quality control and quality assurance review of road asset inventories.
- Participate in the monitoring of various road maintenance activities to ensure compliance with maintenance standards and Level of Service guidelines.
- Assist in the development and production of performance measures and key performance indicators.
- Review and maintain an awareness of federal, state and local laws and regulations affecting road maintenance materials processing sites and active gravel pits.
- Work with Planning and Public Works staff to continually identify and recommend improvements to quality control and quality assurance measures and procedures.
- Handle frequent minor tasks without assistance; consults with supervisor on more complex tasks.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Support Road Operations Division's emergency operations center during inclement weather response.
- Perform other related job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: An employee in this position works independently under the direction of an administrative supervisor. Work is reviewed for success of the overall program through reports, discussion, and standards and objectives met.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in an office and out in the field at various job sites. Travel to various work locations, job sites, or meeting locations is frequent. Attendance at meetings or outside of normal schedule may be required. Extended

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periods of concentration and sedentary work is required. This position may encounter loud noises and hazardous conditions while out in the field including traffic, construction equipment, and inclement weather conditions.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Ability to travel to various job sites or to inspect scheduled work projects and to attend meetings away from the regular work site. Finger dexterity to use and operate a personal computer and other related office equipment. This position requires sitting, walking, bending, and lifting materials or equipment weighing up to 50 pounds. Use of sight and hearing in order to inspect, observe, and monitor work being performed at various job sites.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Road maintenance asset management program.
- Road asset inventory structure.
- Road maintenance quality standards.
- Road maintenance, operations and preservation procedures.
- Applicable federal, state and local laws, rules, regulations, and policies and procedures.
- Personal computers and information systems.

Skill in:

- Using applicable computer programs at a proficient level.

Ability to:

- Work independently and as part of a team.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Express ideas and communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Four years of progressively responsible experience related to road maintenance, operations and preservation programs. Additional training or education may substitute for the recruiting requirements for up to one year of experience.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Must have a valid Washington State Driver's License required at time of appointment. First Aid and CPR card is desired.