

Contract Quality Control Specialist

Class Concept

Positions in this classification conduct quality control inspections to ensure that commodities purchased through State contract meet contractual requirements and specifications. Work is performed for a centralized purchasing authority representing all major activities in State Government. Work requires the development of procedures and schedules for inspecting and evaluating equipment, materials, and other supplies to determine if the purchases are in accordance with terms and conditions of the purchase order or contract. Employees are the liaison between the agencies/ institutions/public schools and the Division of Purchase and Contract. Work requires employees to conduct inspections of commodities or have inspections conducted by outside personnel, evaluate the results of inspections in relation to contract specifications, and prepare reports for management use in this and future purchasing activities. Employees assist agency purchasing personnel in preparing bid specifications, evaluating bids submitted by vendors, and conducting follow up inspections to determine that delivered commodity meets specifications of contract. Work is performed under the general supervision of the supervisor and is reviewed through conferences and reports from employee and field personnel.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of the methods of testing various commodities to determine their compliance with contract specification and the various grades and quality of materials and supplies on state contract.
- Working knowledge of random sampling selection techniques. (General knowledge of state purchasing law, policy, and procedures); large scale purchasing methods and procedures; and the characteristics of commodities being inspected.
- Ability to understand and evaluate technical data as related to contract specifications
- Ability to instruct trainees in the methods of carrying out field quality control and inspection work.
- Ability to gather, evaluate, and present technical information effectively in oral and written form
- Ability to make sound recommendations concerning the acceptability of a commodity.
- Ability to interpret and apply established rules and regulations and explain these to purchasers and vendors.
- Ability to establish and maintain effective relationships with agency/institution/public school personnel, personnel from testing laboratories and engineering firms, and vendors.

Minimum Education and Experience

Bachelor's degree in quality control, engineering, or a closely related field from an appropriately accredited institution and one year of experience in quality control or related work; or an equivalent combination of education and experience.