

Functional Title: Quality Assurance Engineer	Effective Date: December 7, 2022	Grade: XVII	Job Category: Professional
Appropriations Title: Senior Engineer	Effective Date: June 24, 2017	Grade: XVII	Job Category: Professional
Prior Appropriated Title: Senior Engineer	Prior Effective Date: June 24, 2017	Grade: XVII	
Prior Functional Title: Quality Assurance Engineer	Prior Effective Date: June 24, 2017	Grade: XVII	Page: 1 of 2

CHARACTERISTICS OF WORK

This position is responsible for verifying that materials used in construction and maintenance projects comply with Department standards, for operating Quality Assurance Programs for materials listed on the Qualified Products List, and for administration of the New Product Evaluation Program.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Act as the Department’s representative to the National Transportation Product Evaluation Program (NTPEP) AASHTO program.
- Develop Quality Assurance Programs work plans and operational procedures by:
 - reporting methods to assess quality control and product acceptability, effecting changes for compliance,
 - reviewing and evaluating products submitted for the Qualified Products list, and
 - making recommendations for additions and deletions.
- Administer the New Product Evaluation Programs by:
 - receiving proposals for new specifications products, making recommendations for evaluation of the products,
 - developing and administering a work plan for analysis, preparing intermediate and final reports,
 - communicating with the manufacturer/supplier.
- Coordinate Materials Division SiteManager activities.

MINIMUM REQUIREMENTS

Education and experience:

Possession of a current Arkansas* license to practice professional engineering. Experience in sampling and testing materials used for highway construction and maintenance, in statistical analysis, evaluation procedures, and report preparation.

Knowledge, skills and abilities:

Working knowledge of SiteManager and AASHTOWare Project software. Ability to communicate effectively both verbally and in writing. Knowledge of Microsoft Office products including Word, Excel and Outlook. Ability to prioritize, organize and multi-task. Attention to detail. Ability to resolve problems effectively.

Working conditions:

Office environment. Occasional in-state and out-of-state travel is required.

Licenses, registrations and certifications:

Valid driver’s license.

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* The Department will consider applicants with Professional Engineering licenses from other states, with the condition that a reciprocal Arkansas license be obtained within 180 days of hire. Failure to obtain the Arkansas license within this time period may result in immediate termination. Candidates are responsible for verifying eligibility for reciprocity with the Arkansas PE Board before accepting a position.