

HIGHWAY QUALITY ASSURANCE MANAGER

DESCRIPTION: Responsible for maintaining a standard of quality for materials used in the maintenance and construction of highways. Performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Conducts a continuous surveillance of materials used in the maintenance and construction of highways.

Reviews progress of construction work and sampling requirements for field construction personnel.

Manages and directs the activities of a Branch Laboratory or the quality Assurance Records Section of Materials and Tests Division.

Reviews test reports; determines priority of sampling and testing; maintains complete files.

Assists and advises field personnel in establishing and maintaining field laboratories and in implementing the requirements of the Materials and Tests Division.

Checks and calibrates testing equipment used by the Materials and Tests Division.

May perform the documentation of quality assurance requirements for certification to the Federal Highway Administration.

May assist in budget preparation for an assigned section.

May direct the final record coring program.

May direct research on statistical quality assurance and the development of statistical based specifications.

May direct the sampling, inspection and testing of commercial aggregates for acceptance of certain sources of production.

May prepare materials manuals and specifications.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: highway construction materials.

HIGHWAY QUALITY ASSURANCE MANAGER (continued)

Ability to: exercise sound scientific judgement in supervising quality control and subordinates; to follow administrative direction; to communicate effectively both orally and in writing; to maintain records and reports.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

High school education plus ten years experience related to agency function; or Bachelor's degree in geology or related field plus five years experience related to agency function; or Bachelor's degree in engineering plus four years experience related to agency function. Registration as a Professional engineer in Nebraska desirable and may substitute for two years experience.

SPECIAL NOTE

Considerable driving of state vehicles.