

Quality Control Technician

Con-Agg

Insurance Code: 1624
Position Code: 13-1051

Occupational Category: 5
PR Group: 1

PRIMARY FUNCTION:

Provide inspection, testing services, and documentation for Asphalt and Aggregate plant facilities. Develop and maintain relationships with key customers, facility managers, DOT personnel, State, County, and Municipal personnel. Develop and maintain relationships with material suppliers. The Quality Control Technician will assist the company in elevating the customers' perception and general quality of our mix designs, achieving the elimination of lost loads, the generation of backup data necessary for mix optimization and overseeing the inspection process of DOT jobs. The Quality Control Technician is responsible for evaluation of volumetric data necessary for adjustments to mix production to ensure compliance for all applications and projects. This position reports directly to the Quality Control Manager.

POSITION REQUIREMENTS:

- Use accepted methods to inspect, sample, and test aggregates, asphalt, or other materials for the purpose of quality control;
- Sample and test mixtures to stay in compliance with contract specifications and quality control tolerance;
- Monitor and test process functions and materials daily to ensure our products meet or exceed requirements of the appropriate agency or customer;
- Prepare and record accurate information; maintain test results database;
- Obtain required certifications in a timely manner;
- Maintain all laboratory equipment, keeping track of all certification paperwork on lab scales and other equipment that requires annual re-certification;
- Follow quality control plans and guidelines as assigned;
- Follow directions of manager as to daily tasks and expectations for each specific duty;
- Ensure a safe work environment in compliance with all safety policies and procedures using the appropriate tools and equipment for the task;
- Follow all company policies and OSAH / MSHA regulations for safe working procedures;
- Perform general cleaning of work areas;
- Assists in solving Quality Control related problems;
- Regular and predictable attendance at assigned times is required; and
- Other duties as may be assigned.

MINIMUM QUALIFICATIONS:

- Minimum or high school diploma or general education degree (GED) required;
- Must obtain and maintain DOT certifications required to test asphalt as required by state regulations;
- One to Two years of experience in a related field is required;
- Must be 18 years in age or older;
- Must pass pre-employment physical, drug screen and criminal background check;
- Must have strict adherence to safety requirements and procedures as outlined in the Employee Handbook;

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MINIMUM QUALIFICATIONS CONTINUED:

- Must be willing to work in a team environment and assist co-workers or supervisors with other duties as required;
- Must have valid driver’s license and meet the qualifications of the fleet safety program;
- Must be willing to travel and work away from home when required;
- Must be willing to work nights and weekends when necessary;
- Individuals are required to wear personal protective equipment (PPE) in designated operations and production areas as stated by OSHA and/or MSHA. Protective equipment that may be required, but not limited to, for this position is: Face Shield, Safety (hard toe) Shoes, and Coveralls; and
- Compliance with all OSHA and/or MSHA regulations.

Knowledge/Skill Requirements

- Must know and understand all DOT regulations, such as sampling frequency, sampling methods, graduation requirements, quality requirements, etc.;
- Proven ability to develop relationships and to work with teams as both a leader and a participant;
- Effective interpersonal and communication skills; building rapport, listening, presenting, giving, and receiving feedback;
- Must be able to perform simple mathematic calculations;
- Must have or acquire basic computer skills and be able to work with e-mail and simple spreadsheets;
- Able to work in all weather conditions;
- Able to work extended hours if needed.; and
- Job hazards include exposure to dust, noise, fumes, and all weather conditions.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 - 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	

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WEIGHT & FORCE DEMANDS	Amount of Time			
	None	Under 1/3	1/3 - 2/3	Over 2/3
Up to 10 pounds				X
Up to 20 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS	Amount of Time			
	None	Under 1/3	1/3 - 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy			X	
Coordinate			X	
Compute			X	
Synthesis			X	
Evaluate			X	
Compile			X	
Negotiate		X		
Interpersonal Skills				X

WORK ENVIRONMENT	Amount of Time			
	None	Under 1/3	1/3 - 2/3	Over 2/3
Wet or humid conditions				X
Work near moving mechanical parts				X
Work in high, precarious places				X
Fumes or airborne particles				X
Toxic or caustic chemicals				X
Extreme heat				X
Extreme cold				X
Risk of electrical shock		X		

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NOISE LEVEL	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very loud	X

The above job description in no way states or implies that these are the only duties to be performed by this employee. The incumbent is expected to perform other duties necessary for the effective operation of the business.

****Company Use ONLY****