AUBURN
Human Resources

Quality Assurance Inspector

Job Description

JOB INFORMATION

Job Code	NA27
Job Description Title	Quality Assurance Inspector
Pay Grade	FM07
Range Minimum	$31,690
33rd %	$35,920
Range Midpoint	$38,030
67th %	$40,140
Range Maximum	$44,370
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/31/2019

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Facilities Services

JOB SUMMARY

Reporting to the Manager, Contract Services, conducts inspections of assigned campus buildings to ensure that an appropriate level of quality of custodial services are provided.

RESPONSIBILITIES

- Inspects the condition of occupied and common areas within campus buildings in accordance with establishes performance standards and identifies cleaning and repairs that need to be reported to maintenance.
- Performs scheduled and random building inspections with or without custodial contractor of custodial services in contracted buildings.
- Collects, assembles, stores, files, and distributes data from inspection software for creating metrics and improving processes. Creates reports from data collected utilizing the smart inspect system.
- Follows-up with inspections on resolution action plans established to resolve day-to-day issues and concerns with contracted services.
- Performs quality assurance on contract management work orders to ensure contractual requirements are met.
- Works cooperatively with building occupants and facilities managers to ensure a high standard of safety, cleanliness, and efficiency of building operations.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma or equivalent	and	2 years of	Experience in custodial care services or quality assurance.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

General knowledge of custodial service standards and custodial practices and methods.	
General understanding of the expectation and skills in organizing and conducting inspections of service delivery.	
Basic knowledge of minor repair techniques and building maintenance.	
Basic knowledge of smart phones, tablets, and other office related computer applications, copiers, and printers.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting			X			
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.