



SENIOR QUALITY ADMINISTRATOR

JC: 000195

PG: AFG

FLSA: Exempt

BU: 31 (AFSCME)

Created: April 2019

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, ensures that capitally-funded District projects comply with federal, state and local regulations, BART Facility Standards (BFS) and BART's Quality Management System (QMS); coordinates and monitors quality assurance activities related to construction and facilities management with other departments, outside vendors and contractors; provides assistance in support of District's ISO 9001:2015 certification; assists in the development and implementation of process improvement initiatives; and performs related work as assigned.

CLASS CHARACTERISTICS

This classification is responsible for performs specialized, technical or functional duties in support of the District's QMS. Positions in this classification are fully competent and knowledgeable of design and construction principles necessary to surveil work for compliance with regulations and applicable quality standard. Additionally, incumbents will be responsible for collaborating with District stakeholders in the development, implementation and ongoing oversight of the District's ISO 9001 principles. This classification is distinguished from the Quality Assurance Officer in that the Quality Assurance Officer monitors quality assurance aspects of maintenance activities, while the Sr. Quality Administrator must possess the subject matter expertise necessary for monitoring and surveilling design and construction work performed under District projects.

REPORTS TO

Senior Quality Manager or his/her designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Maintains and updates required documentation and daily construction reports for the District's QMS for assigned projects. Reviews contracts and specifications to ensure compliance with BART standards and requirements and ensures proper procedures and language are accurately documented.
2. Conducts quality assurance audits and monitors all quality assurance aspects of maintenance and modification activities to ensure compliance with BART specifications and published procedures.
3. Manage and oversee quality assurance related projects timeline, budget and progress. Review project plans, technical drawings, daily construction reports, requests for information and change notices for accuracy.

4. Evaluates effectiveness of quality assurance programs and recommends improvements; Assists in the development and implementation of departmental procedures, documentation, process changes and improvements with all functional groups within the District to ensure ISO 9001 Certification is achieved.
5. Works with Engineering and other division and department managers to coordinate provision of quality assurance support for their functions.
6. Conducts project progress meeting with various BART departments, maintenance personnel, designers and contractors to assist in the resolution of conflicts and issues to ensure projects stay on schedule and budget.
7. Conducts surveillance of design/construction work performed on electrical and mechanical systems and structures to ensure it is being done correctly in all District facilities and trackways.
8. Supports deployment of ISO 9001-based quality system methods within the District, including development of appropriate departmental procedures, documentation, and interfaces.
9. Conducts root cause analysis, tracks corrective action plans and monitors effectiveness of solutions in line with ISO 9001 principles.
10. Gathers necessary data and information and performs complex data analysis for specialized quality reports and projects; prepares a variety of technical reports to quality managers.
11. Provides support for various committees and/or interdepartmental quality improvement initiatives, including team-based activities.
12. Provides staff assistance to the Senior Quality Manager.

QUALIFICATIONS

Knowledge of:

- Principles and practices of design and construction, including contracts
- BART Facility Standards
- BART Quality Management System
- Related local, state and federal codes, laws and regulations
- Principles and practices of ISO 9001 standards for quality management
- Principles and practices of quality assurance auditing
- Methods and techniques of statistical and data analysis
- Methods and techniques for quality program development and evaluation
- Principles of business letter writing and basic report preparation
- Current office equipment including computers and supporting word processing and spreadsheet applications

Senior Quality Administrator

Page 3

Skill in:

- Surveilling and assessing the work performed on design and construction projects for compliance with applicable standards
- Identifying pitfalls and the absence of critical information in construction contracts
- Defining and developing appropriate quality requirements for new equipment specifications
- Reading, understanding and interpreting engineering drawings, specifications, project plans and work documents
- Interpreting, explaining and enforcing department policies and procedures
- Evaluating plans for opportunities to optimize processes
- Conducting research and gathering information
- Performing root cause analysis
- Preparing a variety of complex analytical and technical reports
- Establishing and maintaining effective working relationships with those contacted in the course of duties
- Communicating effectively, clearly and concisely, both orally and in writing
- Working with Computerized Maintenance Management Systems (CMMS)
- Operating office equipment, including computers and supporting word processing, spreadsheet and presentation applications

MINIMUM QUALIFICATIONS:

Education

Bachelor's degree in business, public administration, construction management or a closely related field from an accredited college or university.

Experience

Five (5) years of (full-time equivalent) verifiable professional construction management, quality assurance, safety management or related project experience.

Substitution

Additional experience may be substituted for the education on a year-for-year basis; a bachelor's degree is preferred.

Other Requirements

Must possess a valid California driver's license and have a satisfactory driving record.

Must be able to obtain Certified Quality Auditor certification within one year of hire.

Must be willing to work off-hour shifts, holidays and weekends throughout the District.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computer screens, industrial environment; exposure to dust and loud noises; field environment; exposure to heat, cold, electrical energy and inclement weather conditions.

Physical Conditions

Light work: requires maintaining physical condition necessary for sitting, walking, standing for prolonged periods of time. Exerting up to 20 points of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly.

Senior Quality Administrator

Page 4

BART EEO-1 Job Group: 3500 – Professionals
Census Code: 0710 – Management Analysts
Safety Sensitive: No