

Job Description

JOB TITLE: Quality Assurance Analyst **FLSA STATUS:** Exempt – Executive **PREPARED:** 01/23/09

SUMMARY

Assists with managing, directing and coordinating the business activities of the Maintenance Division to ensure performance standards and financial objectives are met.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs “Internal Reviews” and “Compliance Audits” of maintenance shops to evaluate financial and quality risks as well as existing processes to improve efficiency and quality. Reports findings and recommendations to accounting and senior management and works with AMS Director to implement recommended improvements.
- Assists Director of Maintenance in carrying out supervisory responsibilities to effectively manage quality, costs and personnel in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; auditing and appraising performance; training, rewarding and disciplining employees; addressing complaints and resolving problems.
- Serves as the primary administrator for the maintenance system software. Maintains the system, facilitates the training, answer questions and recommend changes/upgrades.
- Supports department personnel with recommended changes, training and accountability for recommendations.
- Participates in formulating and administering company policies and developing long range goals and objectives.
- Serves as member of management committees on special studies as requested.
- Travels as needed.
- Receives and carries out instructions.
- Maintains regular and predictable attendance.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write, talk, see and hear.
- Ability to add, subtract, multiply and divide.
- Ability to lift and/or move up to 10 lbs. as required.
- General knowledge and proficient use of a computer and computer programs.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree (B.A.) from four-year college or university; or five years related experience and/or training; or equivalent combination of education and experience.

WORK ENVIRONMENT

The nature of the environment is one in which the employee may come in contact with outside weather conditions, vibration, moving mechanical parts, fumes or airborne particles, toxic or caustic chemical, extreme cold or extreme heat and excessive noise levels.

OTHER:

Safety shoes (steel toe or composite) required.

I have read and understand the functions of this position as defined above.

Employee/Applicant Signature

Employee/Applicant's Printed Name

Date

This Job Description is intended to describe the general nature and the level of work being performed by employees assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

