

City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice - Repost

Civil Service Title: Quality Assurance Specialist	Level: 02
Title Code No: 34171	Salary: \$42,117.00 - \$60,041.00
Office Title: Quality Assurance Specialist	Work location: 1 Centre St., N.Y.
Division/Work Unit: DMSS/Bureau of Quality Assurance	Number of Positions: 3

Hours/Shift: Day

Job Description

The Department of Citywide Administrative Services (DCAS) seeks to hire 3 Quality Assurance Specialists Level 2 to work within the Division of Municipal Supply Services' (DMSS) Bureau of Quality Assurance (BQA). The candidates' duties will be to:

- Responsible for all phases of quality assurance work and tests in relation to various materials and supplies or products.
- Supervise Quality Assurance Specialists – Level 1 in the performance of their duties.
- Perform difficult and complex assignments on inspecting plant and delivery equipment of vendors to ensure that they are able to meet contract specifications.
- Make recommendation on the ability of manufacturer to adequately supply the product requested.
- Assist in the preparation or revision of contract or purchase orders specifications.
- Make determinations or interpretation of specifications.
- Prepare samples as instructed.
- Drive assigned vehicle to variable locations, including out of town designations.
- Attend pre-bid conferences.
- Confer with department officials, procurement personnel and representatives of manufacturers and vendors.
- Evaluate complaints made by vendors, work with agency personnel and receiving locations to resolve conflicts and take appropriate action on non-compliance adjustments.
- Write reports recommending actions on non-compliant deliveries.
- Review lab reports and recommend action to be taken in adverse cases.
- Prepare extensive and complex analytical reports regarding purchasing, inspecting, warehousing or related activities.
- Keep accurate records of all activities with agency and vendors.
- Assist Associate Quality Assurance Specialist in conducting plant or pilot inspections, drafting reports related to Buyer Inquiry request and act as principal assistant to Associate Quality Assurance Specialist.
- Perform other related activities as may be requested.

New York City residency may be required within 90 days of appointment.

Qualification Requirements

1. A four-year high school diploma or its educational equivalent and four years of satisfactory full-time experience, purchasing or inspecting supplies, materials and/or products such as: paints, linoleum, hose, sand, brick, wire, shades, hardware and tools; plumbing, electrical machine shop, building and cleaning supplies; furnishings and furniture, lumber and wood related products; metals; equipment; foods, drugs, and chemicals; fuel; textiles; printing, stationery and other sundry items; or
2. An associate degree from an accredited college, plus three years of satisfactory fulltime experience as described in "1" above; or
3. A baccalaureate degree from an accredited college, plus one year of satisfactory full-time satisfactory experience as described in "1" above; or
4. A satisfactory combination of education and/or experience equivalent to "1", "2" or "3" above. Undergraduate college credit may be substituted for experience on the basis of 45 semester credits from an accredited college for one year of experience. However, all candidates must have a high school diploma or its educational equivalent and at least one year of satisfactory full-time experience as described in "1" above.

License Requirement

A motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of employment.

Essential Skills

The candidates' should possess excellent typing and report writing skills with a working knowledge of computer applications, including Microsoft Office Suite. Consideration will be given to candidates who specifically deal or have dealt in the inspection, purchasing and approval of: tools and machinery; plumbing supplies; building materials; cleaning and sanitary supplies; food service equipment; institutional furniture; textiles; apparel and related goods; drugs and chemical, including pharmaceuticals utilized by health or safety personnel; printing equipment and supplies, including quality assurance of completed printed products. Knowledge of applicable standards, specifications, contracts and laws pertaining to various technical items; knowledge of test procedures; knowledge of tools necessary to inspect items are requisite for these positions.

To Apply:

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: hrjobs@dcas.nyc.gov

The JVN# MUST be the only text in the subject line of email; e.g. JVN#2011/011878. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.**

Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:

Recruitment Coordinator
DCAS/Human Resources Office
1 Centre Street, 17th Floor North
New York, N.Y. 10007

(Indicate JVN# in upper right hand corner of cover letter & resume) PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 12/21/2010

Post Until: 3/21/2011

JVN: 868-2011-011878

The City of New York is an Equal Opportunity Employer.