



# Quality Assurance Manager - Community Development - Temporary

Class Code:  
X228

Bargaining Unit: General

COLUMBUS CONSOLIDATED GOVERNMENT  
Established Date: Oct 18, 2023  
Revision Date: Oct 18, 2023

Salary is negotiable

## MAJOR DUTIES AND RESPONSIBILITIES:

- Member of an owner's representative team providing design team and contractor oversight and project support services.
- Provides daily on-site oversight of all construction activities.
- Ensures that construction is completed in accordance with Construction Documents.
- Conducts inspections on all facets of construction work including pre-placement concrete inspections and in-wall/above ceiling MEP inspections.
- Conducts final inspections and creates punch lists; ensures punch lists items are completed.
- Supervises commissioning process.
- Documents all deficient work activities in writing and provides contractor with a notice to correct the deficiency.
- Documents daily construction activities via daily reports.
- Reviews contractor submittals for compliance with the construction documents.
- Reviews proposed changes to the construction documents for any long-term maintenance concerns.
- Provides guidance to the design team on any necessary changes to the Construction Documents.
- Communicates design changes to effected City department.
- Attends all pre-construction meetings with subcontractors to ensure an adequate quality control plan is in place.
- Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the accepted principles and practices of construction quality assurance.
- Knowledge of the principles and practices of building construction.
- Knowledge of the methods and techniques of construction design and specification development.
- Skill in construction project management techniques.
- Skill in problem solving and decision making.
- Skill in operating standard office equipment including work related computer applications.
- Skill in oral and written communication.

## **EDUCATIONAL AND TRAINING REQUIREMENTS:**

Bachelor's Degree of Architecture or Building Science, Construction Engineering or related field is required. Experience sufficient to thoroughly understand the work of subordinate positions and to be able to answer questions and resolve problems, usually associated with ten to fifteen years' experience or service.

## **PHYSICAL REQUIREMENTS:**

The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects and climbs ladders. The work is typically performed in an office or in the field. Work may be performed outdoors, occasionally in cold or inclement weather, and may require the use of protective devices such as masks, goggles, or gloves. Additionally, the following physical abilities are required:

- Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.
- Feeling – perceiving attributes of objects by touch with skin, fingertips.
- Grasping – applying pressure to object with fingers, palm.
- Handling – picking, holding, or working with whole hand.
- Hearing 1 – perceiving sounds at normal speaking levels, receive information.
- Hearing 2 – receive detailed information, make discrimination in sound.
- Kneeling – bending legs at knee to come to rest at knees.
- Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.
- Manual Dexterity – picking, pinching, typing, working with fingers rather than hand.
- Pulling - use upper extremities to exert force, haul or tug.
- Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.
- Reaching – extending hands or arms in any direction.
- Repetitive Motion – substantial movements of wrists, hands, fingers.
- Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.

- Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.
- Talking 1- expressing ideas by spoken word.
- Talking 2 – shouting to be heard above ambient noise.
- Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.
- Visual Acuity 2 - color, depth perception, field of vision.
- Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.
- Visual Acuity 4 - operate motor vehicles/heavy equipment.
- Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.
- Walking - on foot to accomplish tasks, long distances, or site to site.

The work is typically performed in an office, library, or computer room.