

PURCHASE INSPECTION
OCCUPATIONAL GROUP [232]

QUALITY ASSURANCE SPECIALIST TRAINEE

General Statement of Duties and Responsibilities

Under close supervision, receives training in and performs beginning level quality assurance work to determine the acceptability of various supplies, materials, products and/or services by ensuring that purchase or contract specifications, terms, conditions and related regulations are fulfilled; performs related work.

Examples of Typical Tasks

Is trained to inspect the quantity, quality, condition, size and packaging of supplies and materials 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 pupil transportation services to non-public and public school children of the City of New York.

Is trained in selecting samples for laboratory testing and may transport such samples to the laboratory and in evaluating samples and acting on findings.

Is trained in witnessing or making required tests and measurements.

Is trained in inspecting and reporting on material damaged in transit.

Performs beginning quality assurance work.

Prepares required reports on paper or in computer systems.

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QUALITY ASSURANCE SPECIALIST TRAINEE (continued)

Qualification Requirements

A four-year high school diploma or its educational equivalent.

Direct Lines of Promotion

None. This is a trainee class of positions subject to Rule 5.8.1 of the Personnel Rules and Regulations of the City of New York, with a probationary period of 24 to 36 months. Trainees may not be switched among specialties or between the generic title and a specialty title once training commences. Upon the satisfactory completion of 12 to 24 months of service, permanent employees in this class of positions will advance, without further examination to the titles of Quality Assurance Specialist (34171), Quality Assurance Specialist (Automotive Equipment) (34172), Quality Assurance Specialist (Building Repairs) (34173), Quality Assurance Specialist (Foods) (34176), Quality Assurance Specialist (Fuel) (34177), Quality Assurance Specialist (Metals) (34181) or Quality Assurance Specialist (Pupil Transportation) (34183). The last 12 months of probationary service will be served in the higher title. The probationary period may be extended for up to six months.