

PURCHASE AND CONTRACT INSPECTION SPECIALIST

This is professional administrative work in conducting quality control inspections to ensure that commodities purchased through State contract meet contractual requirements and specifications. Work is performed for a centralized purchasing authority representing all major activities in State Government. Work requires the development of procedures and schedules for inspecting and evaluating equipment, materials, and other supplies to determine if the purchases are in accordance with terms and conditions of the purchase order or contract. Employees are the liaison between the agencies/ institutions/public schools and the Division of Purchase and Contract and develop and conduct training sessions in the methods and procedures of large scale purchasing under the General Statutes. Work is performed under the general supervision of the Chief Standards Engineer and is reviewed through conferences and reports from employee and field personnel.

I. DIFFICULTY OF WORK:

Variety and Scope - Work requires Employees to conduct inspections of commodities or have inspections conducted by outside personnel, evaluate the results of inspections in relation to contract specifications, and prepare reports for management use in this and future purchasing activities. Employees assist-agency purchasing personnel in preparing bid specifications, evaluating bids submitted by vendors, and conducting follow up inspections to determine that delivered commodity meets specifications of contract. Work requires developing and conducting training programs related to large scale purchasing according to state laws and regulation and division procedures. Employees work with vendors and agency personnel to resolve complaints concerning commodities.

Intricacy - Work requires involvement with commodities of a diverse and varied nature to ensure that contract requirements and specifications are met by supplier. Employees conduct or have conducted sophisticated inspections that may involve multiple agencies and the public sector. Employees release payment to bidders/contractors after determining that commodity meets contract specifications. Employees may conduct investigations to detect vendors substituting commodities of lesser quality than that specified on the contract and prepare reports and provide information for management resolution of this practice.

Subject Matter Complexity - Employees are required to have a working knowledge of the products offered on state contract, their specifications, vendors who offer the commodity, and market price in the area concerned for the commodity. Employees must have considerable knowledge of inspection and evaluating practices and procedures for various commodities and who performs inspections in a specific area of the state. Work requires considerable knowledge of the General Statutes and policies and procedures of the division to interpret and apply established rules and regulations and to explain these to agency personnel and vendors. Employees respond to vendor questions concerning bid specifications and invitations for bids.

Guidelines - Employees must be knowledgeable of General Statutes, policies and procedures of the division, Purchasing Manual, Administrative Code, ASTM and SAE and UL Standards, and the State Building Code.

II. RESPONSIBILITY:

Nature of Instructions - Instructions may be oral or written and are usually in detail sufficient for the employee to be able to determine the nature of the work to be done and the expected results.

Nature of Review - Work is reviewed by the supervisor for compliance to General Statutes and the division's policies, procedures, rules, and regulations.

Scope of Decisions - Work affects the commodities purchased by the division or the agencies/institutions/public schools. Employees are responsible for insuring that commodities purchased meet specifications of the contracts. Employees are responsible for releasing payment to bidders/contractors after determining that commodity meets contract specifications.

Consequence of Decisions - Errors in work could result in expenditure of funds on commodities that do not conform to contract specifications or in delay in accepting commodities from vendors because inspections are not performed in a timely manner.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Contacts are with agency/institution/public school procurement personnel, vendors and manufacturers' representatives, inspections personnel from the public and private sector, and division personnel. Work also requires employees to consult with testing laboratories, engineering firms, and commercial supply houses in analyzing specification requirements, conducting evaluation and inspection projects, and in resolving regulations, policies, and directives from the State Purchasing Officer and the Chief Standards Engineer.

Nature and Purpose - Contacts are for the purpose of giving and receiving assistance in performing assignments, obtaining additional information on commodities, conducting or arranging for conduct of inspections, and resolving problems connected with purchasing functions in the field.

IV. OTHER WORK DEMANDS:

Work Conditions - Work is performed in the field with employees being assigned to specific geographic area of state; employees are not assigned to any one location or office to work.

Hazards - Hazards may be present in the inspection and testing of equipment, materials, and supplies to determine that they meet contract specifications.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of the methods of testing various commodities to determine their compliance with contract specification and the various grades and quality of materials and supplies on state contract. Working knowledge of random sampling selection techniques. (General knowledge of state purchasing law, policy, and procedures;) large scale purchasing methods and procedures; and the characteristics of commodities being inspected. Ability to understand and evaluate technical data as related to contract specifications; instruct trainees in the methods of carrying out field quality control and inspection work; gather, evaluate, and present technical information effectively in oral and written form; make sound recommendations concerning the acceptability of a commodity; interpret and apply established rules and regulations and explain these to purchasers and vendors; and establish and maintain effective relationships with agency/institution/public school personnel, personnel from testing laboratories and engineering firms, and vendors.

Minimum Training and Experience Requirements - Graduation from a four-year college or university with a degree in quality control, engineering, or a closely related field and one year of experience in quality control or related work; or an equivalent combination of education and experience.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions, but may not be applicable to all positions.