



Savannah State University Position Description – Quality Control Manager

POSITION DESCRIPTION

Position Title: Quality Control Manager FLSA Status: Exempt
Reports to: Assistant Director of Physical Plant
Department: Physical Plant
Date Prepared: June 2008

BASIC FUNCTION

Position is responsible for preparation of engineering drawings, and developing and implementing comprehensive safety measures and programs. Drafting responsibilities require the application of both engineering drafting, and computer drafting skills and preparing mechanical, architectural civil and electrical drawings. The safety compliance coordinator responsibilities requires coordination with regulatory agencies regarding facilities code compliance, environmental safety measures, and establishing and maintain a program for maintenance standards of handling hazardous chemicals, fire prevention and occupational health and safety.

NATURE & SCOPE

This position reports to the Assistant Director of Physical Plant.
Performs CAD input tasks to produce architectural, civil, mechanical and electrical drawings for new or renovation work. Performs CAD input tasks to produce illustrating campus utilities.

PRINCIPAL ACCOUNTABILITIES

Performs CAD output tasks such as plotting and printing.
Produce blueprints for craftsmen and contractors.
Acts as ADA Compliance Officer in maintaining current ADA Compliance Audit and Transition Plan.
Design modifications for ADA compliant modifications.
Participates in field surveys, site layout, and grade work.
Maintains document control for drawings and specifications for all university facilities.
Address safety concerns related to fire protection; develop and implement measures to ensure proper operations and maintenance of all systems.
Develop written reports to monitor and test the fire protection systems monthly.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Associate Degree or Bachelors Degree or equivalent with two (2) years experience in AutoCAD Design and Code Compliance Issues.