

Quality Assurance & Contract Specialist – Main Shop

Port Authority is seeking a Quality Assurance & Contract Specialist – Main shop to under general supervision, measure and monitoring performance of all materials and vendor activities to ensure quality and performance in meeting Port Authority maintenance and operating efficiencies consistent with adopted guidelines and objectives. Also to establish, implement and administer processes to ensure vendor and Port Authority compliance with established and proposed contracts.

Essential Functions:

- Works closely with Fleet Coordinator, Fleet Vehicle Specialist - Bus and Material Control Specialist on matters pertaining to product testing and analysis to ensure contract specification compliance, both in determining successful bidders and for follow-up throughout the contract term. Establishes product testing procedures in order to indicate the applicability of products for Port Authority use.
- Reviews bid specifications to ensure contract compliance clauses are included, current, standardized and executable.
- Performs complex internal investigations, assessments, and analysis of Port Authority maintenance activities as an in-house consultant to operations and maintenance management. Assists the Manager of Vehicle Projects in the development and implementation of quality assurance standards and procedures addressing maintenance quality, productivity and performance as they relate to Manchester Main Ship in support of maintenance and service at the bus divisions.

Job requirements include:

- Two year Technical Degree or Associate Degree in Business or related field. Additional experience sufficient to successfully perform the essential functions of the job may be substituted for the education on a year-for-year basis.
- Three (3) years of experience managing bus or heavy automotive fleet vehicle maintenance, including a thorough knowledge of bus and/or heavy vehicle systems/equipment is required.
- Demonstrated ability in the use of Windows, Microsoft Word and Excel.
- Customer focused, well organized and results -oriented.
- Excellent interpersonal skills.
- Effective and professional communication skills.
- Valid Drivers' license.

Preferred attributes:

- Bachelor's degree in Business or related field. Additional experience sufficient to successfully perform the essential functions of the job may be substituted for the education on a year-for-year basis.
- Experience in conducting bus fleet, heavy vehicle fleet or industrial machine maintenance analysis.
- Vocational training in mechanical/electrical-electronic equipment and systems.
- Statistical process control knowledge.
- Knowledge of business practices related to the purchasing of equipment, materials and services required for vehicle and/or machinery maintenance.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (with salary requirements) and resume to:

Missy Ramsey
Employment Department
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Pittsburgh, PA 15222-2527
MRamsey@portauthority.org
EOE