

Position: Sr. ITS Analyst II / Quality Engineer

Reports to: ITS Project or Program Manager

Employer: PBS&J

Work Location: Florida Department of Transportation – Traffic Engineering Research Lab
2612 Springhill Road, Tallahassee, FL 32305

Hours: 40 Hours per week (minimum)

Position Classification: E14

Interested Applicants can submit for this position at:

http://www.pbsj.com/Your_Career/Pages/Job_Search.aspx

Requisition Number: 13162

POSITION DESCRIPTION AND SPECIFIC DUTIES

This position will support the daily activities of the Florida Department of Transportation (FDOT) Approved Product List (APL) Vendor Quality Assurance Program (VQAP). This program performs reviews of manufacturer quality assurance systems in order to qualify manufacturers and vendors who wish to obtain listing on the Department's APL. The program is operated within the Traffic Engineering and Operations Office (TEOO) Traffic Engineering Research Laboratory (TERL).

Candidates must be well versed, educated, and experienced in the field of Quality Engineering and possess hands-on experience with the development, implementation, and auditing of Quality Assurance Systems. Demonstrated skills should include familiarity and application of design of experiments, statistical analysis and workflow documents. Candidate must have experience with the application/implementation of ISO standards for Quality Management Systems.

This position will conduct assignments that require the investigation of a large number of variables. General duties usually include the following:

- Develops and agrees on outline deliverables.
- Develops and applies general planning and engineering solutions to development or implementation problems.
- Collaborates in the design and development of concepts, including requirements analysis, technology review and selection, development and communication of operational concepts, specifications development, testing, and commissioning.
- Develops preliminary concepts and/or final specifications.
- Researches feasibility of alternative approaches, technology capabilities, and previous experiences with system deployments, cost benefits, and client/regulatory agency specifications, and prepares analysis.
- Writes reports, delivers presentations, communicates concepts and deliverables to clients, and participates in quality control checks.
- Manages internal project teams.
- Performs other such duties as the supervisor may from time to time deem necessary.

The ideal candidate will possess familiarity with the transportation industry and transportation equipment in general, the FDOT, the State TEOO, the TERL, the FDOT VQAP, the FDOT APL, the operation and maintenance of Web-database applications, International Organization for Standardization (ISO) standards and accreditation (specific knowledge of ISO 17025 a plus) and the American Association of State Highway and Transportation Officials (AASHTO) Accreditation Program (AAP).

Duties will include, but not be limited to: providing assistance to the FDOT-TERL Quality Manager; providing guidance to vendors as they move through the Vendor Quality Assurance Program; reviewing quality assurance submittal documents and evaluating them according to FDOT requirements, and data input and general operation of a Web-based database application specifically related to the VQAP (used for tracking applications, generating status reports, and electronic filing).

Other duties include providing support during the development of traffic control and ITS device standards and specifications and providing assistance during traffic control and ITS device product bench and field testing and evaluation.

The successful candidate will demonstrate that they will be able to work directly with product manufacturers and vendors to ensure continued adherence to FDOT standards and will be expected to: conduct quality assurance evaluations and re-evaluations of vendor quality management systems; administer the quality assurance program's document control program including updates for forms, procedures and instructions, and assist with the development and maintenance of quality assurance procedures and other documentation for all processes within the TERL.

COMPLEXITY (Variety or uniqueness of tasks; relative difficulty or importance of work performed; size of unit supported, etc.):

Carries out complex or novel assignments requiring diversified knowledge of engineering principles and practices in broad areas of assignments. Work requires the use of advanced techniques and the modification and extension of theories, precepts, and practices.

DECISION-MAKING (Supervision received; independent judgment or initiative; consequence of error):

Consistently exercises initiative and independent judgment. Supervision and guidance relate largely to overall objectives, critical issues, new concepts, and policy matters. Consults with supervisor concerning unusual problems and developments.

WORK DIRECTION GIVEN TO OTHERS (Titles and number of personnel; type of direction given):

Supervises and reviews the work of ITS Analysts, junior transportation professionals, and technical personnel.

INTERNAL CONTACTS (Required interaction/relationship with others within the organization):

Interfaces with project, program, and/or division managers or service directors. May also coordinate with accounting, human resources, and other administrative groups.

EXTERNAL CONTACTS (Required interaction/relationship with others outside the organization):

Represents the organization in conferences with clients and/or regulatory agencies.

EDUCATION AND EXPERIENCE

B.S. degree in Industrial Engineering or an transportation-related subject such as Transportation / Traffic Engineering, Computer Science, Electrical Engineering, or Systems Engineering. Five years of relevant ITS or transportation experience since degree or four years of equivalent

experience since M.S. degree, or equivalent combination of education and quality engineering or ITS-relevant experience.

SPECIAL SKILLS

Detailed understanding of the practical design and deployment of a wide range of information and communication technologies, including fiber-optic communication design, video systems engineering, traveler information, electronic payment, transit or traffic control systems. Proficiency in the use of Microsoft Office products, including Word, PowerPoint, Excel, and Access is required. Familiarity with the use of Microsoft Outlook or equivalent e-mail program is desired. Strong technical writing, analytical and communication skills essential, including ability to present concepts verbally. Proven ability to lead analyst teams successfully. Completion of the PBS&J ITS Training and Project Management Programs within the first 24 months of employment is highly desirable.

PROFESSIONAL REGISTRATIONS

Not required.

General Competencies expected of all Professionals and Managers at PBS&J are as follows:

- Client Service, Commitment, Communication, Innovation & Continuous Improvement, Professionalism, Quality, and Teamwork.
- Ability to process paper/electronic documents and operate computer equipment. Ability to communicate effectively both orally and in writing. Ability to evaluate alternatives and select solutions, manage multiple concurrent projects, and supervise and motivate professional staff.