

TVTC
Contractor Qualification Level I Auditor
JOB SERIES 0006

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Pay Scale \$15.00 to \$17.00 per hour. TVTC Hourly Position Level 1

DEFINITION

The Contractor Qualification Level I Auditor reviews, updates, and assists Level I clients with the prequalification process completed through the CQ Database (proprietary, third-party auditing software owned by TVTC).

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the CQ Director and CQ Assistant Manager.

ESSENTIAL FUNCTION STATEMENTS – *Essential duties may include, but are not limited to, the following:*

Essential Functions:

1. Participates in required Level I auditing/and system training.
2. Provides new contractors and suppliers client requirements after initial set up.
3. Assists contractors and suppliers with CQ Profile updates.
4. Grades contractor and supplier status using standards for Level I facilities and maintains communication with clients, contractors, and suppliers throughout the process. This includes sending out email reminders as needed.
5. Manages “exceptions” within the system as approved by clients for Level I contractors and suppliers.
6. Participates in required training in other systems that are linked to CQ: StreamShare and Webstats.
7. Assist CQ customers with basic technical help as needed via email or phone.
8. Other duties as assigned.

QUALIFICATIONS

Knowledge:

Basic office procedures, methods, and computer applications: Word, Excel, PowerPoint, etc.
Principles and procedures of filing and data entry.
English usage, spelling, grammar, and punctuation.
Basic arithmetic and metrics used in grading contractor accounts.
Basic understanding of construction and supply chain related insurance a plus.

Abilities/Minimum Qualifications

Have excellent observational and interpersonal skills.
Must be detailed oriented, organized, and handle detailed paperwork.
Maintain the utmost confidentiality of company and client information.
Learn to correctly interpret and apply company policies and procedures.
Perform general clerical work including maintaining files and compiling information for reports.
Type and enter data into the computer at a speed necessary for successful job performance.
Operate standard office machines including a computer.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with coworkers.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Sitting for extended periods of time*
- *Operating assigned equipment*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment*

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Experience:

Some insurance, auditing, and/or customer service experience is desirable.
Proficiency in using computer software such that basic technical help can be provided to customers is required.

Bilingual in English/Spanish is a plus.

Training:

You will receive on the job training including:

- TVTC Employee Compliance Training
- Orientation of current TVTC registration and client processing system.
- CQ General Course and Examination
- Other training as needed.

WORKING CONDITIONS

Environmental Conditions:

Office environment; works with computers.

Physical Conditions:

Essential functions require maintaining physical condition necessary for sitting and/or standing for prolonged periods of time.

Employee Understanding

I have read and understand the written description of the aforementioned job requirements and essential job duties I have been hired to perform.

I understand that they are not all inclusive and I may be required at times to perform other duties in the organization as the need(s) may arise.

I understand that I may be required to perform these job functions at the TVTC site or at a customer location.

I understand that my job duties may require me to work overtime.

Employee Signature_____

Employee Name Printed_____

Date_____

HR/Management Signature_____

Date_____