CLASS TITLE: **STANDARDS TECHNICIAN (DIVISION OF PURCHASES)**

Class Code: 02673600
Pay Grade: 18A
EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Division of Purchases, to assist in the preparation and maintenance of standards and standard specifications for all materials, supplies and equipment to be procured for the various state departments and agencies; and to do related work as required.
SUPERVISION RECEIVED: Works under the general supervision of the Standards and Inspection Officer from whom are received general and specific assignments and instructions; work is reviewed in process and upon completion for conformance to instructions.
SUPERVISION EXERCISED: As required, supervises and reviews the work of inspectors or clerical assistants.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the Division of Purchases, to assist in the preparation and maintenance of standards and standard specifications for all materials, supplies and equipment to be procured for the various state departments and agencies.

To make surveys to ascertain the types, sizes and grades of materials, supplies and equipment used by various state departments and agencies.

To assist in the development and maintenance of dimensional, weight, quality, performance, production or other standards and standard specifications for all such materials, supplies and equipment.

To assist in the revising of standard specifications in accordance with changed requirements and improved or newly developed products.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A familiarity with the principles and methods used in the establishment of standards and standard specifications for a wide variety of materials, supplies and equipment used by the various state departments and agencies; the ability to assist in the preparation of such standards and standard specifications; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and
Experience: Such as may have been gained through: employment involving the inspection of a variety of commodities to assure their conformance to established standards.
Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: August 16, 1964
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