



Since 1909

PO Box 9560, 6525 Ardmore Ave  
Fort Wayne, Indiana 46899  
Phone: (260) 478-1990  
Fax: (260) 747-7086

[www.brooks1st.com](http://www.brooks1st.com)

**Date Posted:** Friday, February 1, 2019  
**Job Title:** Quality Control Technician  
**Reports to:** Quality Control Manager

**FLSA:** Non-exempt (Hourly)

**Who We Are:**

For over 110 years and across three generations of family ownership, Brooks Construction Company, Inc. has stood for **quality, integrity, and value** in the civil construction industry. Based in Fort Wayne, Indiana, with over 225 employees, Brooks Construction provides asphalt, concrete, earthwork, and pipe operations across northern Indiana and northwestern Ohio using best practices and innovative techniques to give our customers a quality product.

**Job Summary:**

Individual is responsible for carrying out day-to-day central lab and/or field work as directed. Typical duties of the individual include performing testing of material to make sure the material meets the quality set by the DOT or the client. The individual may visit job sites to collect samples. The individual reports to a Quality Control Manager.

**Essential Job Functions (\*=Non-essential tasks):**

- Maintaining strong knowledge of company's quality control plan (QCP) and its execution
- Ensuring testing equipment and accessories are properly operated, maintained and serviced, as needed
- Ability to use quality control lab equipment
- Uniformly conduct testing for proficiency and accuracy based on standards set by DOT, FAA, AASHTO and ASTM & private customers.
- Maintaining various records, including Calibration records, aggregate testing spreadsheets, daily plant reports and diaries.
- Communicating with Quality Control Manager and other quality control technicians
- Assisting Quality Control Manager by providing testing data as work is in progress, which allows foreman to make necessary adjustments
- Calibrating and maintain highly sensitive testing equipment
- Complete an extensive training program and are given opportunities to grow their nontechnical skills
- \* Assist others in department as needed
- \* Other duties as assigned

**Requirements:**

**Experience:**

- Previous hands-on construction experience is preferred, with knowledge of quality control
- DOT Quality Assurance certification is preferred or the ability to achieve the certification
- Previous experience in asphalt, quality assurance, or related field



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**Education:**

- High School Diploma or GED required

**Skills and Abilities:**

- Good basic math skills for calculating percentages and averages.
- Strong Communication and interpersonal skills for working with crew members
- Good decision-making and problem solving skills
- Must have and maintain a valid driver's license
- Must have the ability and willingness to travel to and from job sites within a 70 mile radius of Fort Wayne
- Ability to lift and carry items/material weighing up to 50 pounds on a regular basis throughout the day
- Repetitive lifting of mold and pans from waist level to at or above shoulder level
- Must be able to use both hands simultaneously to lift, pull, push and separate items
- Demonstrated ability to work with technical equipment and/or devices
- Demonstrated ability to work with minimal supervision
- Flexibility in managing multiple priorities within tight time constraints
- Develop and maintain peer and customer partnerships
- Fair, honest and straightforward in dealing with others
- Use appropriate discretion and is sensitive to confidentiality
- Demonstrate high ethical standards.
- Be willing to fully participate in job assignments at the job site, at the office or department
- Analytical skills
- High degree of accuracy, thoroughness and attention to details
- Ability to work for long periods at an energetic pace with frequent interruptions
- Must have knowledge and experience working with Microsoft Office software
- Must be a team player

**Working Environment:**

- Individual may be working in the central lab and/or field environment (50/50)
- Individual will be working with internal customers (QC Lab Manager/QC Administrator)

**Supervisory Responsibilities:**

- None

*(These statements are intended to describe the general nature and level of work involved for this job. It is not an exhaustive list of all responsibilities, duties, and skills required of this job. Additional responsibilities may be assigned, as required.)*

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### How to Apply:

- **Online:** Visit [www.brooks1st.com/jobs](http://www.brooks1st.com/jobs) to access our Employment Application with instructions on how to submit your Employment Application via email to [jobs@brooks1st.com](mailto:jobs@brooks1st.com). Please include a professional resume if you have one.
- **In-Person:** Stop into the Brooks Construction office at 6525 Ardmore Ave Fort Wayne, IN 46809 between the hours of 8:00AM - 5:00PM Monday - Friday to complete a paper employment application in our lobby. Please include a professional resume if you have one.