

[NOTE: This is a sample job description. This must be edited to fit your laboratory.]

Job Description: Type Evaluation Laboratory Staff

Note: Because the responsibilities of type evaluation laboratory staff vary, this job description is an example that only includes specific objectives and tasks. As a minimum, the following should be described in a job description:

- Responsibilities for:
 - performing testing;
 - planning for tests and evaluation results;
 - reporting opinion and interpretations;
 - modification, development and validation of new methods.
- Required expertise and experience
- Qualifications and training programs
- Managerial duties

Under the direction of the State Director (or Laboratory Supervisor), the type evaluation laboratory staff is directed to meet the following objectives and perform the associated tasks.

Objective - Maintain Working Standards and Test Equipment

- Tasks:
1. Take charge of the working standards and assure their safekeeping.
 2. Perform periodic maintenance of the working standards including cleaning.
 3. Perform periodic maintenance on the test equipment including cleaning and minor adjustments. Assure that instruments such as precision balances receive routine preventative maintenance by qualified technicians.
 4. Arrange for calibration as needed.
 5. Ensure that the test devices are safely returned to the custody of the person or company that submitted them.

Objective - Maintain the Standard and Equipment Monitoring Programs (when developed)

- Tasks:
1. Select check standards and/or equipment for use in the monitoring program.
 2. Perform repeated measurements using the check standards or equipment to gather data for control charts as needed.
 3. Construct control charts for appropriate type evaluation tests used in the laboratory. Evaluate control limits.
 4. Compare new data points to these control limits to monitor the laboratory output.
 5. Document, investigate, and correct any out-of-control condition. Evaluate the potential impact on clients that may have been affected by the condition. Notify clients of significant out-of-control conditions so that they may take appropriate action.

Objective - Perform Type Evaluation Examinations

- Tasks:
1. Schedule the workload of the laboratory.
 2. Receive the devices submitted for test. Identify them and ensure their safekeeping while in the custody of the laboratory.
 3. Select and perform the appropriate tests on the device submitted following the procedures in the Type Evaluation Checklists.
 4. Document the tests through test worksheets and prepare the formal Certificate of Conformance document. Ensure that all paperwork is correct and ensure that copies are safely maintained for a time period defined in the laboratory's Quality Manual.
 5. Ensure that the devices are safely returned to the custody of the person or firm that submitted them.

Objective - Correspondence

- Tasks:
1. Correspond with potential clients regarding the capabilities, schedules, and requirements of the laboratory.
 2. Answer questions regarding metrology, specifications and tolerances of standards and measuring equipment, and other related activities.
 3. Provide technical assistance to enforcement officials and other clients regarding proper use and maintenance of standards.