

Title:	Effective Date:	Grade:	Job Category:
<b>District Materials Supervisor</b>	August 25, 2022	XV	Professional
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District Materials Supervisor	August 13, 2020	XV	1 of 1

### ***CHARACTERISTICS OF WORK***

Under the direction of the Materials Area Engineer, this position represents the Materials Division in each District. The position provides materials training, advice and recommendations upon request or when needed by District personnel, oversees and coordinates the DMS lab, performs IAS sampling and testing, performs assigned materials inspection and sampling duties, and monitors and troubleshoots potential materials field application problems.

### ***EXAMPLES OF WORK***

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Provide District personnel materials assistance, training, advice, and/or recommendations as assigned, requested, or needed throughout the assigned District.
- Oversee and coordinate the DMS laboratory and may supervise a District Laboratory Technician.
- Monitor, troubleshoot, and/or report potential materials field application problems.
- Perform IAS sampling and testing of materials at project locations throughout the assigned District.

### ***MINIMUM REQUIREMENTS***

#### Education and experience:

The educational equivalent to a bachelor’s degree in civil engineering from an ABET accredited college or university, construction technology or a similar field of study; or the educational equivalent to a diploma from an accredited high school with a minimum of four years of directly related experience. Experience in construction, maintenance, and/or materials sampling and testing.

#### Knowledge, skills and abilities:

Advanced knowledge of materials testing practices and procedures. Knowledge of Microsoft Office products including Word, Excel and Outlook. Ability to communicate both orally and in writing. Advanced math skills. Ability to prioritize, organize and multi-task. Attention to detail. Ability to resolve problems effectively.

#### Physical requirements:

Ability to lift and carry 50 pounds with or without reasonable accommodation.

#### Working conditions:

Office and laboratory work conditions with frequent travel to outdoor worksites and other locations in the District which may involve all types of weather as well as other work conditions, e. g. noise, dust and fumes.

#### Licenses, registrations and certifications:

Certification in two of the following of the Technician Program at the Center for Training Transportation Professionals, or equivalent certification: Soils, Hot Mix Asphalt Testing, Concrete Field Testing, or Concrete Strength Testing. Must obtain all of the aforementioned certifications within one year of hire. Failure to obtain the certifications within the allotted time period may result in demotion or immediate termination. Valid driver’s license.

(“ABET” means the Accreditation Board for Engineering and Technology.)

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*