

Title: Laboratory Coordinator	Effective Date: September 26, 2022	Grade: XIII	Job Category: Technician
Prior Title: Laboratory Coordinator	Prior Effective Date: April 9, 2018	Grade: XIII	Page: 1 of 1

CHARACTERISTICS OF WORK

With minimal supervision, this position is responsible for the daily operation of a laboratory section, conducting testing and sampling of construction and maintenance materials, preparing reports of test results, reviewing equipment and test procedures for the AASHTO Accreditation Program, and other related assigned tasks.

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.

- Supervise the daily operations of a laboratory section.
- Perform testing of construction and maintenance materials.
- Train others in specified testing and laboratory procedures.
- Develop or improve testing techniques of technicians under this position’s supervision.
- Prepare and review reports of test results.
- Review laboratory staff’s individual technical competency for AASHTO Accreditation Program.
- Review equipment and test procedures for the AASHTO Accreditation Program.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school. Experience in construction, maintenance, and/or materials sampling and testing.

Knowledge, skills and abilities: Knowledge of specifications and highway construction and maintenance materials. Working knowledge of the use of Microsoft Word, Excel and Outlook. Ability to lead, train and motivate others. Ability to communicate both orally and in writing. Basic math skills. Ability to organize, prioritize and multi-task. Attention to detail.

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

Working conditions: Laboratory environment.

Licenses, registrations and certifications: Certification in Basic Aggregate testing plus two of the following: Soils, Hot Mix Asphalt Testing, Concrete Field Testing, or Concrete Strength Testing by the Technician Program at the Center for Training Transportation Professionals, or equivalent certification. Must obtain and/or maintain the aforementioned certifications which are applicable to the assigned lab within six months of hire. Failure to obtain the required certifications within the allotted time period may result in demotion or immediate termination.

("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.)