

Functional Title: Senior Construction Materials Inspector	Effective Date: June 17, 2023	Grade: XIII	Job Category: Technician
Appropriations Title: Senior Inspector	Effective Date: June 17, 2023	Grade: XIII	Job Category: Technician
Prior Appropriated Title: Construction Inspector	Prior Effective Date: August 24, 2024	Grade: XI	
Prior Functional Title: Initial Distribution (was a grade 12 official title prior to collapse into grade 11 Construction Inspector in June 2017)	Prior Effective Date:	Grade:	Page: 1 of 2

CHARACTERISTICS OF WORK

Under the direction of the Resident Engineer, this position is responsible for performing field tests and inspection of materials for more complex projects to ensure their conformance with Department specifications and capability of yielding serviceable and durable finished products and for training other personnel how to perform construction materials testing.

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.

- Test and evaluate materials for more complex projects without immediate direct supervision with respect to Department specifications and experience to ensure the utilization of materials capable of yielding durable finished products.
- Establish and maintain productive relationships with contractor supervisors to ensure that materials are properly handled and applied and that corrections in procedure are promptly made.
- Monitor asphalt plants and pit operations to ensure that quality materials are used in construction projects.
- Train and direct Department staff to ensure adequate and proper control of material production or proper gathering and testing of material samples.
- Witness contractor’s acceptance testing in accordance with Department procedures.
- Maintain and track records and submission of contractor quality control and acceptance test results.
- Prepare reports showing results of materials testing, documentation of contractor test results and verification of test results.
- Employee is required to frequently drive a Department vehicle to various locations within the District.
- Teach and prepare other RE personnel for the required CTPP certifications.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school. Advanced highway construction materials testing experience.

Knowledge, skills and abilities: Advanced knowledge of materials standards, test procedures, and construction materials specifications. Ability to investigate and perform research as required to resolve materials testing problems. Working knowledge of Microsoft Word, Excel, and Outlook software and the use of Microsoft Windows operating system. Ability to use SiteManager and Doc Express software or other electronic construction inspection software to record inspection documentation. Attention to detail. Ability to perform mathematical calculations including addition, subtraction, multiplication, division, use of fractions and decimals, calculation of areas, volumes, and rates. Ability to train others.

Physical requirements: Ability to use hand tools to sample and prepare test specimens. Ability to climb up and down hills or grades, stairs and ladders, climb on to vehicles for sampling, as well as in and out of vehicles. Ability to lift up to 50 pounds with or without reasonable accommodation.

Functional Title: Senior Construction Materials Inspector	Effective Date: June 17, 2023	Grade: XIII	Job Category: Technician
Appropriations Title: Senior Inspector	Effective Date: June 17, 2023	Grade: XIII	Job Category: Technician
Prior Appropriated Title: Construction Inspector	Prior Effective Date: August 24, 2024	Grade: XI	
Prior Functional Title: Initial Distribution (was a grade 12 official title prior to collapse into grade 11 Construction Inspector in June 2017)	Prior Effective Date:	Grade:	Page: 2 of 2

Working conditions: Must travel frequently to various locations within the District. Must be able to perform assigned duties in all types of weather as well as other work conditions, e. g. noise, dust, fumes, etc.

Licenses, registrations and certifications: Certification in Soils, Asphalt Plant and Field Testing and Concrete Testing by the Technician Certification Program at the Center for Training Transportation Professionals, or equivalent certification. Valid driver's license.

("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.)