

Title: Laboratory Coordinator	Effective Date: April 9, 2018	Grade: XIII	Job Category: Technician
Prior Title: Laboratory Coordinator	Prior Effective Date: March 31, 2015	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 State Highway and Transportation Department 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

The educational equivalent to a diploma from an accredited high school. Knowledge of specifications and highway construction and maintenance materials. Certification in Basic Aggregate testing plus two of the following: Soils/Earthwork, Asphalt Plant and Field Testing, Portland Cement Concrete Testing, or Portland Cement Concrete Strength Testing by the Technician Program at the Mack-Blackwell Rural Transportation Study Center, 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. Working knowledge of the use of Microsoft Word and Excel. Four years' experience at the Senior Materials Technician level preferred. Ability to lift and carry 50 pounds.

("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.)