

Title: Senior Construction Materials Inspector	Effective Date: May 11, 2012	Grade: XII	Job Category: Technician
Prior Title: Senior Construction Materials Inspector	Prior Effective Date: October 19, 2011	Grade: XII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the direction of the Resident Engineer, this position is responsible for performing field tests and inspection of materials to ensure their conformance with Department specifications and capability of yielding serviceable and durable finished products.

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.

- Test and evaluate materials 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 plants and pit operations to ensure that quality materials are used in construction projects.
- Supervise one or more Construction Materials Inspector, as may be assigned, to ensure compliance with contract specifications and Department policies.
- Train and direct subordinates assigned to ensure adequate and proper control of material production or proper gathering and testing of material samples.
- 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.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Minimum three years inspection and testing experience. Minimum of two years as Construction Materials Inspector or similar experience. Acquaintance with materials standards and construction material specifications. Certifications in Soils/Earthwork, Asphalt Plant and Field Testing, and Portland Cement Concrete Testing by the Technician Certification Program at the Mack-Blackwell Rural Transportation Study Center or equivalent certification. Working knowledge Microsoft Word, Excel, and Outlook software and the use of Microsoft Windows operating system. Working knowledge of SiteManager software. 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)

