

**CLASS TITLE: SUPERVISOR OF MATERIALS STANDARDS
AND COMPLIANCE**

**Class Code: 02771300
Pay Grade: 31A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform extremely complex technical and supervisory civil engineering work in the area of materials for public works and highway construction and maintenance or in the Materials Section Control Testing Laboratory; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the superior with considerable latitude for the exercise of independent judgement and initiative in the completion of work assignments; work is reviewed in process and upon completion.

SUPERVISION EXERCISED: Plans, assigns, supervises and reviews the work of professionals, technicians and other personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform extremely complex technical and supervisory civil engineering work in the area of materials quality control for public works and highway construction and maintenance or in the Materials Section Control Testing Laboratory.

To supervise a staff of professionals, technicians and/or inspectors engaged in materials quality control on construction and maintenance projects or in the central testing laboratory within the department.

To inspect materials going to highway construction and maintenance projects.

To be responsible for the inspection of the workmanship and practices of contractors and/or state personnel in highway construction and maintenance projects or laboratory activities.

To assist a superior in the review of plans, specifications and/or designs submitted by contractors, architects or engineers.

To interpret provisions of contracts, plans, specifications and/or designs as they relate to materials and their conformance.

To ensure that work schedules are maintained and to prioritize work accordingly.

To be responsible for the planning, supervision and review of the materials testing activities and to review materials testing analyses for compliance.

To assist in the preparation of materials specifications as required.

To be responsible for the review of work by subordinate staff stationed at materials plants, construction projects or in the department's testing laboratory.

To assist in materials research.

To supervise the operation of the coring and skid testing equipment as assigned.

As assigned, to be responsible for maintaining equipment inventory, ordering supplies, etc. for the materials testing laboratory.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of, and the ability to apply, the basic principles and practices of civil engineering; a thorough knowledge of the kinds of basic materials, elements or products; a thorough knowledge of, and the ability to apply the basic principles of the system of measurements; a thorough knowledge of the equipment, instruments, techniques and procedures relative to materials testing and quality control; the ability to read and interpret technical

specifications and civil engineering plans, contracts, maps and drawings; the ability to prepare clear, sound, accurate and informative reports; the ability to plan, organize, supervise and review the work of professionals, technicians and other personnel assigned to assist in materials testing or highway construction or maintenance; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree in Civil and Highway Engineering Technology; and

Experience: Such as may have been gained through: considerable employment in a responsible supervisory capacity responsible for materials quality control and inspection.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 7, 1990

Editorial Review: 3/15/2003