



Office of Human Resources  
Materials Laboratory Administrator - CE2408  
THIS IS A PUBLIC DOCUMENT

### General Statement of Duties

Performs supervisory duties over Materials Testers and manages the Materials Testing Laboratory which includes contract administration, ensuring proper testing procedures, and compliance with applicable standards and specifications.

### Distinguishing Characteristics

This class manages the Materials Testing Laboratory. This class is distinguished from the Materials Tester class that performs full performance work conducting quality control material testing and analysis of soil, asphalt, aggregate, and concrete in a laboratory and at various job sites to ensure compliance with construction specifications. The Materials Laboratory Supervisor is also distinguished from the Engineer/Architect Supervisor class that performs professional and supervisory work over professional, licensed engineers and architects, develops, implements, and evaluates engineering plans, work processes, systems, and procedures to achieve annual goals and objectives, and makes budgetary and resource allocation decisions.

### Level of Supervision Exercised

Supervises Materials Testers and may supervise other paraprofessional employees.

### Essential Duties

Manages the Materials Testing Laboratory including providing technical training and feedback, preparing the work plan for asphalt testing, calibrating equipment, and ensuring field and laboratory testing for construction projects is performed in adherence to city standards and specifications.

Administers contracts for the materials need in the laboratory such as aggregate, cold mix, snow removal materials, and other laboratory equipment and materials and monitors and maintains the quality and quantity of purchased materials.

Conducts geotechnical testing and traffic count data analysis to produce pavement designs for engineering estimates on job costs for capital projects.

Acts as the Radiation Safety Officer for the Materials Testing Laboratory, establishes policies and procedures to ensure state and federal regulations are followed, ensures proper records are kept, monitors employee radiation levels, and oversees proper use, storage, and transportation of radioactive materials.

Acts as a snow manager for Street Maintenance including supervising staff, prioritizing snow routes, deploying personnel and equipment, following up on public and police complaints, and ensuring work is completed.

Develops or modifies work plans, methods, and procedures and determines work priorities.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines standards for problem resolution.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Responds to formal and informal employee grievances and prepares written response.

Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Provides work instruction and assists employees with difficult and/or unusual assignments.

Performs other duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Information Management** – Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

**Influencing** - Collaborates with, persuades and influences others.

**Oral Communication** - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

**Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

### **Knowledge & Skills**

Knowledge of the concepts, principles, theories, and methods related to the composition, structures, and properties of materials, their use, behavior, and performance under environmental influences, and the identification, processing, and manufacture of optimal materials for various applications.

Skill in independently adapting, interpreting, and applying written guidelines, precedents, and standardized work practices to a variety of unprecedented or problematic situations.

### **Education Requirement**

Bachelor's Degree in Engineering, Science or a related field.

### **Experience Requirement**

Three (3) years of experience at the type and level of Materials Tester.

### **Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

### Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Must maintain the City's license for Radioactive Materials issued by the State of Colorado Public Health and Safety Department.

Licenses and certifications must be kept current as a condition of employment.

### Working Environment

Extreme Heat: temperature hot enough to cause marked bodily discomfort

Temperature Changes: variations in temperature from hot to cold.

Wet: frequent contact with water or other liquid.

Noise: sufficient noise to cause distraction or possible hearing loss.

Atmospheric Conditions: conditions that affect the skin or respiratory system.

Potential exposure to hazards from electro/mechanical/power equipment.

Working with and possible Potential exposure to radiation hazards.

Subject to injury from moving parts of equipment.

### Level of Physical Demand

3-Medium (20-50 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: Making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

Far acuity: ability to see clearly at 20 feet or more.

Near acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

**Background Check Requirement**

Criminal Check  
Education Check  
Employment Verification  
Licenses/Certification  
By position, Motor Vehicle Record

**Assessment Requirement**

Professional Supervisor

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: E-817**  
**FLSA Code: Y**  
**Established Date: 9/21/2018**  
**Established By: LS**  
**Revised Date:**  
**Revised By:**  
**Class History:**