

Missouri Department of Transportation

Code: R05651

Title: Intermediate Materials Specialist

Exemption Status: Non-Exempt

Grade: 14

Job Description

Effective Date 04-01-2006

**Replaces
(Effective Date)** 08-01-2004

General Summary The intermediate materials specialist performs or conducts investigations relating to materials and methods used in construction and repair of the highway system. Responsibilities are performed under moderate supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Civil Engineering
Two years of experience in highway or transportation engineering.

**Supervisory
Responsibilities** Lead Worker Only

Location Central Office - Construction and Materials

**Special Working
Conditions/Job
Characteristics** Job requires regular, statewide, overnight travel.

Job requires exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment.

Examples of Work

- (1) Reviews contract mix designs for proposed projects and transfers of asphalt mix designs; reviews contract proposals and specifications to ensure mix designs meet the required criteria; inputs data into spreadsheet for laboratory testing and creating job mix formulas.
- (2) Evaluates new products and makes recommendations for possible use by the department.
- (3) Contacts district personnel and contractors to resolve issues and answer questions regarding mix designs, materials, and specifications.
- (4) Provides technical supervision of field observations and special tests; directs staff in the mixing and molding of the material specimens; assembles and operates special test equipment used in investigations.
- (5) Prepares, tabulates, and processes test data on aggregates, concrete, asphaltic concrete, and general materials for specification compliance; prepares reports on investigation results and develops recommendations for specific problems.
- (6) Attends highway engineering related conferences, seminars, and workshops.
- (7) Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.

(8) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.