



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 2018

HIGHWAY MATERIALS COORDINATOR

GRADE N

SCOPE OF WORK:

Work primarily involves responsibility for solving problems and providing direction to ensure acceptable construction materials. Work activities include monitoring and coordinating highway materials activities within a Department of Transportation district and supervising district lab operations. Individuals in positions assigned this classification report directly to the District Engineer.

DUTIES PERFORMED:

- Implement the Quality Assurance and Quality Control (QC/QA) Program which requires assuring that tests are done accurately, identifying and resolving deficiencies in district lab and contractors' field labs, and interpreting test results to assure satisfactory product.
- Interpret test procedures within guidelines of the Department, American Association of State Highway and Transportation Officials, and American Society for Testing and Materials, etc.; ensure proper sampling and testing procedures.
- Perform and observe a variety of testing, identify and analyze complex construction and testing problems, and provide solutions.
- Inspect pre-cast concrete box culverts and pipe; review suppliers' QC/QA Program.
- Ensure quality materials are used by providing direction on materials selection and utilization and determining materials mix.
- Ensure proper care and use of lab and survey equipment; ensure testing equipment is properly calibrated.
- Develop policies and procedures for district lab operations.
- Develop and conduct training for district construction personnel in proper sampling and testing procedures.
- Inspect and approve field labs to determine if they meet specifications; approve or disapprove payment.
- Serve as liaison with contractors on materials operations.
- Prepare certification of quality and quantity of each type of material used and any other reports or forms as required; ensure proper distribution.

NOTE: The duties listed are not intended to be all inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in construction management, construction engineering or civil engineering, three years of experience in testing materials, and successful completion of the ND Department of Transportation Bituminous Certification Program. Or an associate degree in civil engineering technology with six years of experience in materials and construction that included three years of materials testing, and successful completion of the ND Department of Transportation Bituminous Certification Program. Or ten years of work experience in materials and construction that included six with materials testing, plus three years of work experience as a transportation senior project manager, and successful completion of the ND Department of Transportation Bituminous Certification Program.

Eff. Date: 11/95

Rev: 10/99 – Minimum qualifications statement revised

Rev: 07/12 – Conversion to Hay System