



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, MassDOT Secretary & CEO



External Job Posting

Requisition #: 180001KP
Posting Date: March 23, 2018
Closing Date: Open Until Filled
Official Title: MassDOT Construction Coordinator III
Functional Title: Chief of Laboratories
Location: Research and Materials Laboratory- Hopkinton
Vacancies: 1
Salary: \$77,268.49 – 108,459.07
Schedule: Full-Time
Shift: Day
Bargaining Unit: E
HR Generalist: Felis DePina
Diversity Officer: Derrick Mann – 857-368-8541
ADA Coordinator: John Lozada – 857-368-8541

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

The Research & Materials Chief of Laboratories (CC III) working under the supervision of the Facilities and Laboratories Engineer will be responsible for all laboratory testing and procedures. This position will be responsible for managing staff to optimize performance and productivity. Ensuring staff understands why new procedures are being implemented is also a key aspect of this position.

At this level, incumbents are expected to perform or be able to perform the duties described for Levels I and II; however, the primary focus is to provide program oversight guidance and review of others' work.

Incumbents exercise direct supervision over, assign work to, provide training for and review the performance of employees of a lower grade and other technical and vocational support staff.

Ten Park Plaza, Suite 4160, Boston, MA 02116
Tel: 857-368-4636, TTY: 857-368-0655
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Incumbents also participate in the interviewing process and make recommendations for new hires.

DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES:

- Review all completed materials samples testing reports of Construction Materials in the Laboratories for conformance with established MassDOT, AASHTO and ASTM specifications, testing procedures and MassDOT Quality System Manual.
- Supervise the Laboratory Sections by providing training and guidance. Review laboratory efficiency and effectiveness. Propose and implement new procedures. Involve staff in the development or revisions to changes in procedures.
- Supervise laboratory functions in accordance with MassDOT Quality System Manual requirements.
- Review calibration, standardization and review all checked equipment associated with laboratory tests in accordance to AASHTO procedures and schedules as well as MassDOT's Quality System Manual requirements. Review calibration and standardization records.
- Review employee training and maintain all training records.
- Review and resolve on-site assessment, proficiency samples footnotes and deficiencies, and provide response.
- Prepare and review laboratory equipment purchases and service contracts. Evaluate uses of new and existing equipment as it relates to research or acceptance tests. Assemble and test new equipment. Troubleshoot equipment for malfunctions and provide oversight of equipment maintenance and repair. Review and prepare test reporting and document retainage with the LIMMS software system.
- Review and prepare materials specifications, test procedures and recommend changes. Review AASHTO specifications and stay current on any AASHTO Material Specification and Test changes and updates.
- Maintain ACI and NETTCP certification qualification meeting AASHTO laboratory accreditation program.

Working Conditions:

While performing the duties of this classification, incumbents frequently visit laboratories, work sites and construction sites and are frequently exposed to moving mechanical parts, vibration causing tools or equipment, fumes, airborne particles or toxic or caustic chemicals.

Incumbents may be exposed to high or precarious places, outside weather conditions and risk of electrical shock. Individuals may work in an office or outside in all types of weather and under exposure to such hazardous conditions as found on construction sites or laboratories.

They may require travel for job related purposes. Work assignments outside of regular hours, when scheduled, is expected. The noise level in the work environment is usually moderate but may be noisy.

When traveling; incumbents may be exposed to traffic and other roadway or travel-related hazards and may be required to work extended hours.

Individuals may collect samples per AASHTO requirements and industry standards. Materials samples may need to be transported, carted and/or lifted during the process. The sample process may involve weights of 50 pounds.

QUALIFICATIONS REQUIRED AT HIRE (List knowledge, skills, abilities)

Knowledge of basic math and geometry and ability to perform mathematical computations.

Knowledge of the principles and practices of facility construction management.

Knowledge of the inspection techniques and safety practices used for facility construction projects.

Knowledge of the types and uses of materials and equipment used for facility construction projects.

Ability to understand, explain and apply the laws, regulations, policies, procedures and standards governing Commonwealth construction.

Ability to read and interpret documents such as plans, specifications, blueprints and drawings.

Ability to gather and organize information according to established procedures.

Ability to communicate effectively, both verbally and in writing. Ability to write clearly and concisely, as well as ability to maintain records.

Ability to interact effectively with diverse groups of people.

Ability to exercise leadership in group situations.

Ability to use a computer to manage databases, communicate and produce written documents.

Thorough knowledge of all phases of facility construction management.

Ability to prepare technical reports.

Ability to lead others and organize the efforts of others in accomplishing work objectives and performance standards.

Advanced or specialized knowledge of the industry, construction techniques, construction management or area of assignment.

Ability to solve problems and devise techniques for accomplishing work objectives where few precedents and guidelines are available.

Ability to supervise, including planning and assigning work according to the nature of the job to be accomplished, the capabilities of subordinates, and available resources; controlling work through periodic reviews and/or evaluations; determining the need for disciplinary action and recommending disciplinary action.

If you have any questions regarding this position, please contact Felis DePina, Human Resources Generalist, at 857-368-8516.

Minimum Entrance Requirements:

This requisition will remain open until filled; however, first consideration will be given to those applicants that apply within the first 14 days.

For purpose of bargaining unit designation, Unit 9 is equivalent to MassDOT Unit E.

Minimum Entrance Requirements:

Applicants must have (A) at least six (6) years of full-time or equivalent part-time experience in trades, construction, construction management, inspection and/or alteration of building construction projects; of which (B) at least one year must have been in a supervisor or leadership capacity or (C) any equivalent combination of the required experience and the substitutions below.

Incumbents are required to have a current and valid Motor Vehicle Driver's License at a Class level specific to assignment.

Substitutions:

- I. An Associate's degree or Technical degree in a related field may be substituted for one (1) year of the required experience.
- II. A Bachelor's degree in a related field may be substituted for two (2) years of the required experience.

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.