



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



### Internal/External Job Posting

Requisition #: 180001GM  
Posting Date: March 27, 2018  
Closing Date: Open Until Filled  
Official Title: MassDOT Construction Coordinator I  
Functional Title: ASR & Concrete Testing Engineer  
Location: Research & Materials Laboratory – Hopkinton, MA  
Vacancies: 1  
Salary: \$60,878.48 - \$91,793.26  
Schedule: Full-Time  
Shift: Day  
Bargaining Unit: E  
HR Generalist: Alvin Rivera  
Diversity Officer: Derrick Mann – 857-368-8541  
ADA Coordinator: John Lozada – 857-368-8541

### **GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES**

The Research & Materials, MassDOT Construction Coordinator I will assist the Concrete Lab Supervisor overseeing the ASR monitoring program. Perform acceptance and verification sampling and testing in the laboratory or in the field; participate in the on-site inspections and AASHTO laboratory accreditation program; and participate in proficiency sample program(s). Incumbents are focused on the core functions of the classification: monitoring lab activities. Incumbents have solid knowledge of construction material standards and practices and perform work within a defined framework of procedures and standards. Although incumbents perform their duties independently on a day-to-day basis, they maintain frequent contact with supervisors and seek guidance for more complex issues.

Ten Park Plaza, Suite 4160, Boston, MA 02116  
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## **DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES**

- Test aggregate for ASR from all the sources yearly or as required.
- Assists in comparing the Research and Materials ASR test results to independent lab test results.
- Serves as a liaison between the field control unit and the concrete lab to coordinate in-house sampling and testing of cement concrete producers.
- Performs test on Construction Materials in the Concrete Laboratory in accordance with established MassDOT, AASHTO and ASTM specifications and testing procedures. Testing on materials such as: fly ash, slag, cement, microsilica and other cementitious materials.
- Assists in assigning works to subordinates in concrete section and providing training to MassDOT personnel.
- Performs laboratory functions in accordance with MassDOT Quality System Manual requirements.
- Assists other laboratory units as required.
- Locates, identifies, verifies and moves samples from the moisture room, storage room and receiving area.
- Performs cutting, capping, grinding and other sample preparation procedures to prepare samples for testing.
- Disposes of tested samples after testing and samples not needed for testing (including 56 days cylinders) at designated containers. Tested samples are disposed in accordance with laboratory procedure and in accordance with MassDOT Quality System Manual requirements
- Performs calculations and prepares test reports.
- Performs calibration, standardization and checks all equipment associated with laboratory tests in accordance to AASHTO procedures and schedules as well as MassDOT's Quality System Manual requirements.
- Follows manufacturer's instruction for equipment maintenance and documents equipment maintenance.
- Performs tests demonstration during AMRL and CCRL on-site assessment and participates in proficiency samples testing.
- Maintains ACI and NETTCP certification qualification meeting AASHTO laboratory accreditation program requirements.
- Performs cleaning of equipment and work benches, equipment maintenance, vacuums sample debris off the floor. Keeping the laboratory in a presentable condition.
- Assist other Sections in R&M as required.

## **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)**

1. Knowledge of basic math and geometry and ability to perform mathematical computations.
2. Knowledge of the principles and practices of facility construction management.
3. Knowledge of the inspection techniques and safety practices used for facility construction projects.
4. Knowledge of the types and uses of materials and equipment used for facility construction projects.
5. Ability to understand, explain and apply the laws, regulations, policies, procedures and standards governing Commonwealth construction.
6. Ability to read and interpret documents such as plans, specifications, blueprints and drawings.
7. Ability to gather and organize information according to established procedures.
8. Ability to communicate effectively, both verbally and in writing.
9. Ability to interact effectively with diverse groups of people.
10. Ability to exercise leadership in group situations.
11. Ability to use a computer to manage databases, communicate and produce written documents.
12. Ability to adapt to varying work situations and adjust to meet emergency or changing program or production requirements.
13. Ability to work independently.

**First consideration will be given to those applicants that apply within the first 14 days.**

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

**Minimum Entrance Requirements:**

Applicants must have (A) at least (4) four years of full-time or equivalent part-time technical experience in the construction, construction management and inspection of bridges, highways, roads, tunnels and ancillary buildings and structures; or (B) any equivalent combination of the required experience and the substitutions below.

Bachelor of Science in Construction Management or a related Civil Engineering discipline.

Substitutions:

I. An Associate's degree with a major in civil engineering, civil engineering technology or construction technology may be substituted for a maximum of one year of the required experience.

II. A Bachelor's or higher degree in construction management, civil engineering, or civil engineering technology may be substituted for a maximum of two years of the required experience.

III. Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

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

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

If you have questions regarding this position, please contact the Human Resource Generalist Alvin Rivera at 857-368-8558.