



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



### **Internal/External Job Posting**

Requisition #: 180001KU  
Posting Date: 3/27/2018  
Closing Date: Open Until Filled  
Official Title: MassDOT Construction Coordinator II  
Functional Title: Physical Lab Unit Supervisor  
Location: Hopkinton – 5 Macadam Road – Highway Construction  
Research & Materials - Laboratory

Vacancies: 1  
Salary: \$66,213.68 - \$100,158.24  
Schedule: Full-Time  
Shift: Day  
Bargaining Unit: E  
HR Generalist: Candida Bouchard  
Diversity Officer: Derrick Mann – 857-368-8541  
ADA Coordinator: John Lozada – 857-368-8541

### **Duties & Responsibilities:**

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

The Research & Materials, Physical Lab Unit Supervisor and Assistant Chief of Labs (CC II), will supervise and perform acceptance sampling and testing in the laboratory or field; participate in the on-site inspections and AASHTO laboratory accreditation program; and participate in proficiency sample program(s). The Physical Unit is involved with many of the materials and testing that are part of many different construction materials. Examples are Rebar, bolts, prestressing strands, tension wire, ductile and cast iron, concrete blocks, clay bricks, etc. The person in this position will also act as Assistant Chief of Lab and as temporary Unit Supervisor to any of the other labs. This is the fully competent professional level classification in this series. At this level, incumbents are expected to perform or be able to perform the duties described for Level I; however, the primary focus is the coordination of parties involved in all phases of construction materials. Incumbents at this level perform work that requires considerable

independence in the exercise of judgment, in determining approaches and in the interpretation and application of policies, laws, standards and procedures.

## **DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES**

- Assist in reviewing 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.
- Assist in supervising the Laboratory Sections by providing training and guidance. Assist in reviewing laboratories 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.
- Assist in reviewing employees training and maintain all training records. Researches new technologies and assists in procuring equipment and supplies.

-Performs testing and supervises samples testing of the Physical laboratory unit in accordance with appropriate specifications and testing procedures.

- Assigns work to subordinates and provides oversight of the Physical Lab unit.
- Prioritizes testing and reporting. Ensures that tested samples are disposed of in accordance with MassDOT Quality System Manual and requirements.
- Reviews test reports and all calculations related to testing.
- Properly evaluates staff work performance and performs EPRS evaluation with fair and objective performance assessment.
- Reviews sample backlog and plans staff assignments. Keeps the sample storage rooms organized.
- Maintains up to date calibration and standardization records and documentations.
  - Perform calibration, standardization and check all equipment associated with laboratory tests in accordance to AASHTO procedures and schedules as well as MassDOT's Quality System Manual requirements.

-Participates in the on-site inspections and AASHTO laboratory accreditation program.

- Performs employees training and maintains all training records.
- Prepares staff with necessary practice to demonstrate proficiency during all on-site assessments.
- Maintains all parts and equipment used for testing are in acceptable working condition.
- Resolves deficiencies and footnotes from on-site assessment and proficiency sample nonconformities. Identifies, determines and resolves the root cause of any external or internal audit nonconformities. Typically the process is resolved by the corrective action taken.

-Maintains certifications necessary to qualify as a laboratory unit supervisor under the AASHTO Accreditation Program requirement.

- Supplemental Information: This position requires the NETTCP Soils & Aggregate Laboratory Technician certification and ACI Concrete Laboratory Testing Technician Level I certification and ACI Concrete Field Testing Technician -- Grade I and NETTCP Concrete Technician. Applicants for this position must be able to obtain above certifications within six (6) months of appointment to this position.

-Demonstrates extensive knowledge of various test procedures and equipment.  
 -Assists other Research & Material lab units or Sections as it may be 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. Ability to write clearly and concisely, as well as ability to maintain records.
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. Thorough knowledge of all phases of facility construction management.
13. Ability to prepare technical reports.
14. Ability to lead others and organize the efforts of others in accomplishing work objectives and performance standards.

**If you have any questions regarding this position, please contact the Human Resource Generalist, Candida Bouchard at 857-368-8504.**

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

**Minimum Entrance Requirements:**

Applicants must have (A) at least five (5) years of full-time or equivalent part-time experience in trades, construction, construction management, inspection and/or alteration of building construction projects; or (B) 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.**

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