

CLASS SPECIFICATION
Materials Quality Compliance Specialist

FLSA Status: Exempt
Union Representation: City of Portland Professional Employees Association (COPPEA)

GENERAL PURPOSE

Under general supervision, ensures that materials such as asphalt, aggregate, and concrete, which are used on federally funded roadway and bridge construction projects, comply with funding requirements. Coordinates, schedules and oversees collection of field test samples; trains and advises staff on materials testing standards and procedures; conducts field inspections to ensure that materials are used as specified and that contractors' quality control procedures meet requirements; documents and reports on quality control activities; and may reject materials and suspend work for noncompliance.

DISTINGUISHING CHARACTERISTICS

Materials Quality Compliance Specialists ensure that roadway and bridge construction materials are tested and used in compliance with the requirements of funding agencies, and that testing procedures and results are properly documented.

Materials Quality Compliance Specialist is distinguished from Materials Testing Technician III by overall responsibility for materials quality control and compliance on federally funded roadway and bridge construction projects. Materials Testing Technician III is responsible for overseeing operations in a construction materials testing laboratory.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Reviews preliminary and advanced plans for the construction of roadway and bridges for materials specifications; conducts pre-construction quality assurance meetings with bureau and contractors' personnel; attends contractors' weekly meetings as well as pre-bid, pre-paving and pre-deck meetings to ensure that quality control procedures are properly implemented at each phase of construction.
2. Coordinates, schedules and oversees collection of field test samples of soils, aggregate, asphalt and various other construction materials according to requirements; oversees and verifies documentation of testing procedures and results.
3. Works with contractors' quality control specialists to assure that their quality control programs meet the required standards for all projects; ensures that contractors' quality control procedures meet requirements through random inspections of sampling and testing procedures and of certifications of testing staff.
4. Provides training and ongoing education to bureau and work group staff in materials testing procedures, standards, and processes; reviews and critiques materials quality assurance activities; provides expert advice to management and staff concerning funding requirements and documentation.

5. Notifies management of irregular testing procedures and results, discrepancies between bureau and contractors' test results, and inappropriate use of materials; may reject materials and suspend work when materials do not meet requirements.
6. Maintains records on inspections, testing procedures and results, and other required data; writes detailed reports documenting compliance with funding requirements.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Terminology, methods, practices, techniques and nomenclature used in materials testing in various situations.
2. Field and non-field testing guidelines and requirements for federally funded transportation projects.
3. Current materials testing procedures, standards and requirements, including American Society of Testing Materials (ASTM), ODOT, UBC and AASHTO procedures.
4. Statistical and research methods related to materials testing.
5. Principles and techniques used in the management of work, including goals and objectives development and work planning and organization.
6. Principles and practices of project management and evaluation.
7. Construction and manufacturing methods and specifications related to materials tested.
8. City operating policies and departmental work procedures and quality standards.

Ability to:

1. Coordinate work activities with contractors and project management and staff to ensure compliance with funding requirements.
2. Read and interpret transportation plans, specifications, and related testing and documentation guidelines.
3. Analyze complex problems related to materials testing and quality assurance, evaluate alternatives, and recommend or adopt efficient and effective procedures for achieving compliance with requirements.
4. Train others in the principals and practices of materials quality assurance.
5. Use computer applications for developing spreadsheets and databases to organize, interpret and present data.

6. Clearly present technical information in oral, written, graphic or other forms.
7. Establish and maintain effective working relationships with bureau management and staff, contractors, representatives of other governmental testing agencies, and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, trade school or vocational school, or G.E.D. equivalent supplemented by courses in engineering technology or quality assurance/control; and four years of progressively responsible materials quality assurance experience; or an equivalent combination of training and experience. Experience in a public agency is preferred. A Fundamentals of Engineering certificate (FE) is desired but not required.

Licenses; Certificates; Special Requirements:

A valid state driver's license is required at hire.

The following certifications are required within six months of employment:

- Nuclear Radiation Safety and Operation
- Certified Asphalt Technician 1 (CAT-I)
- Certified Asphalt Technician 2 (CAT-II)
- Certified Embankment and Base Technician (CEBT)
- Certified Density Technician (CDT)
- Certified Aggregate Technician (CAGT)
- Quality Control Technician (QCT)
- Concrete Control Technician (CCT)
- Certified Mixture Design Technician (CMDT)

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

- Adopted: 04-27-05 New class Materials Quality Compliance Specialist (6075) created.
- Revised: 11-23-05 Union representation changed from Nonrepresented to COPPEA. Job class number changed from 7664 to 6075.
- Revised: 08-01-06 Spec formatting modified.
- June 2009 - Change Job Class number from 6075 to 30000347, due to system change.