

# Missouri Department of Transportation

Code: R05781

Title: Materials Specialist

Exemption Status: Non-Exempt

Grade: 12

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## Job Description

**Effective Date** 12-01-2013

**Replaces (Effective Date)** 06-01-2010

**General Summary** The materials specialist performs or assists with conducting tests and investigations of materials and methods used in the construction or repair of transportation systems. Responsibilities are performed under direct supervision.

**Minimum/Required Qualifications** Bachelor's Degree: Civil Engineering or Geological Engineering  
Successful completion of a work simulation examination and a medical-physical examination.

**Supervisory Responsibilities** Lead Worker Only

**Location** Central Office - Construction and Materials

**Special Working Conditions/Job Characteristics** Job requires regular, statewide, overnight travel.  
Job requires moderate physical activity.  
Job requires exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment.  
Job may require operation of vehicles to plow snow and spread ice control materials.

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## Examples of Work

- (1) Updates sections of the field or laboratory quality system manuals to ensure compliance; may provide technical assistance and answer questions regarding specification manuals and other inquiries.
- (2) Updates and reviews the pre-acceptance list to show current and newly approved materials for use on projects.
- (3) Generates and activates contracts within the computer database for the project to begin and ensures all information that is needed has been added to the contract; ensures the computer database system is updated and audits the system for accurate and understandable information.
- (4) Investigates the materials that cause characteristic changes in concrete and bituminous mixes; directs staff in the mixing and molding of the material specimens; assembles and operates special test equipment used in investigations.
- (5) Prepares, tabulates, and processes test data for specification compliance; may prepare reports on investigation and develops recommendations for specific problems.

- (6) Evaluates new products and makes recommendations for possible use by the department.
- (7) Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
- (8) Performs other responsibilities as required or assigned.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**