

# Missouri Department of Transportation

Code: R04727

Title: Chemical Laboratory Director

Exemption Status: Exempt

Grade: 19

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## Job Description

**Effective Date** 04-01-2006

**Replaces  
(Effective Date)** 08-01-2004

**General Summary** The chemical laboratory director plans and directs the activities of the chemical and cement testing sections of the materials laboratory and its activities with districts, divisions, and federal agencies. Responsibilities are performed under general supervision.

**Minimum/Required  
Qualifications** Bachelor's Degree: Chemistry  
Over nine years of experience in chemical testing procedures, including supervisory or administrative responsibilities.

**Supervisory  
Responsibilities** Full Supervision

**Location** Central Office - Construction and Materials

**Special Working  
Conditions/Job  
Characteristics** Job requires occasional, statewide and out-of-state, overnight travel.

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## Examples of Work

- (1) Plans and directs activities of the chemical and cement testing sections of the materials laboratory; schedules and assigns work to staff, reviews progress and checks work.
- (2) Makes inspection trips to refineries, emulsion plants, asphalt terminals, paint plants, fly ash plants, cement plants, and construction projects; recommends adding or deleting suppliers based on their performance.
- (3) Reviews, develops, and assists in preparing new or modifying existing specifications on materials.
- (4) Serves and participates in various state and national level organizations.
- (5) Directs investigational testing and analysis of new or improved materials; makes recommendations based on test results and submitted data.
- (6) Prepares budget, recommends and approves expenditures, and maintains records for the chemical laboratory section of the central laboratory.
- (7) Directs preparation of accreditation inspections; supervises testing and reporting of proficiency samples.
- (8) Evaluates and determines test procedures, standards, and equipment; reviews test reports for conformance to testing procedures.

- (9) Reviews test reports and approves/rejects material for use; initiates or answers correspondence regarding the approval/rejection of materials.
- (10) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (11) 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.**