

Title:	Effective Date:	Grade:	Job Category:
Materials Specifications Coordinator	June 14, 2025	18	Professional
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CHARACTERISTICS OF WORK

This position is responsible for drafting specifications and coordinating specification implementation. It is also responsible for verifying that all materials used in construction and maintenance projects comply with Department standards.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Draft specifications related to construction and maintenance materials.
- Coordinate implementation of specifications with the Department's Specification Committee.
- Furnish assistance and recommendations for solution of materials problems and monitor material functions for Construction and Maintenance.
- Provide a consultative function to material and asphalt plant inspectors.
- Review material acceptance test reports, independence assurance test reports, test correlations and certifications on completed projects to verify materials are properly documented prior to writing materials certificate.
- Supervise Materials Division's District Laboratory personnel.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a bachelor's degree in civil engineering from an ABET accredited college or university or a similar field of study; or the educational equivalent to a diploma from an accredited high school with a minimum of four years of directly related experience. Experience writing technical documents without supervision. Experience coordinating with multiple divisions to complete technical documents.

Knowledge, skills and abilities: Advanced knowledge of materials testing practices and procedures. Knowledge of Microsoft Office products including Word, Excel and Outlook. Ability to communicate both orally and in writing. Advanced math skills. Ability to prioritize, organize and multi-task. Attention to detail. Ability to resolve problems effectively.

Working conditions: Office and laboratory work conditions. Occasional in-state travel required.

Licenses, registrations and certifications: Valid driver's license.

("ABET" means the Accreditation Board for Engineering and Technology.)

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)