



City of Phoenix

MATERIALS SUPERVISOR

JOB CODE 19200

Effective Date: 06/12

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to supervise the performance of material quality control engineering work in the laboratory and/or field. Supervision is exercised over the Chief Materials Plant Inspectors and/or Chief Materials Technicians, and Senior Materials Technicians. Assignments in this class are allocated to the Street Transportation Department. Work is performed under the supervision of a professional engineer who reviews work and develops design criterion on the basis of results obtained.

ESSENTIAL FUNCTIONS:

- Plans, coordinates and supervises all physical testing assigned to the materials laboratory, including any testing requiring environmental issues, agronomy testing, and hazardous waste.
- Supervises all field testing and inspection activities of materials in both the field and laboratory.
- Maintains required city and state certifications and licenses relating to materials sampling and testing.
- Oversees on-call contract technicians and laboratories to ensure they are testing to City, state, and lab standards, and Maricopa Association of Governments (MAG) standards.
- Ensures all suppliers maintain equipment and materials to meet City and MAG specifications.
- Supervises the inspection of asphalt, concrete and pipe plants where manufacturing of products will be used for City projects.
- Oversees all activities concerned with the application and maintenance of quality standards for processing materials used on City contract and permit projects for other City departments.
- Calibrates and maintains all machinery and instrumentation used in both the field and laboratory.
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;



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- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Phases of materials testing including determination of characteristics, strengths and weaknesses of materials, in order to approve all materials used in public works construction from the submittal phase through the design and construction phase.
- Quality control and Quality assurance testing on asphalt and concrete and soils, in the areas of structural, environmental, and civil engineering.
- Civil Engineering terminology.
- Standard details and specifications.
- Technical materials certification process.
- Federal requirements.
- Supervisory techniques.
- Standard computer programs.

Ability to:

- Perform a broad range of supervisory responsibilities.
- Prepare comprehensive analytical reports.
- Obtain technical materials certifications.
- Review various types of technical reports and plans.
- Qualify field and laboratory technicians to work within City Of Phoenix Right-of-Way protocols.
- Certify all suppliers operations according to MAG Standards.
- Communicate effectively and professionally with engineers, public officials, and the general public.
- Employ the practical applications of fractions, percentages, ratios and proportions, mensuration, practical algebra, geometric construction and essentials of trigonometry.
- Demonstrate the full range of quality control tests on asphalt, concrete, soils and other construction materials in the field and/or laboratory.
- Demonstrate and educate other departments on materials testing and proper use of laboratory and field testing equipment.
- Work cooperatively with others.
- Work safely without presenting a direct threat to self or others.



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- Perform daily work safely, aware of dangers associated with any construction project.
- Apply OSHA standards when necessary in both the field and laboratory.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential or marginal functions depending upon work assignment, location, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Six years of experience in materials quality control engineering work, including one year of experience at a chief materials technician level or chief materials plant inspector level. Other combinations of experience and education which meet the minimum requirements may be substituted.