

Title: <b>Section Head - Chemistry Laboratory</b>	Effective Date: October 20, 2011	Grade: XVIII	Job Category: Professional
Prior Title: Section Head - Chemistry Laboratory	Prior Effective Date: October 18, 2010	Grade: XVIII	Page: 1 of 1

*CHARACTERISTICS OF WORK*

This position is accountable for the physical/chemical analysis of highway construction and maintenance materials to ensure conformity with plans and specifications.

*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 State Highway and Transportation Department is an "at will" employer.

- Supervise the testing performed by analytical asphalt, paint, chemistry, and miscellaneous testing laboratory units.
- Assist personnel in improving testing and analytical skills.
- Develop and adapt Department test methods as required.
- Conduct routine physical/chemical analysis of construction and maintenance materials.
- Review results and analyses for detail and accuracy.
- Review chemistry staff's technical competency for AASHTO Accreditation Program.
- Provide technical interpretation/clarification of chemistry-related specifications and standards.
- Communicate information clearly and concisely, orally and in writing.

*MINIMUM REQUIREMENTS*

The educational equivalent to a bachelor's degree from an accredited college or university in chemistry. Experience in chemical testing and analytical procedures and methods. Three years as Chemist III or equivalent experience is desirable.

*("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.)*