



Job Description

Job Title:	Asphalt Lab Specialist	FLSA:	Non-exempt
Department:	Operations	EEO:	
Reports To (position):	VP - Business Development/Engineering, Asphalt Division		
Completed By:	Lori Lee	Date Created:	2/19/2025
Approved By:		Date Revised:	
		Date Reviewed:	

Job Summary:

The Asphalt Lab Specialist will be responsible for conducting laboratory tests on asphalt materials to ensure compliance with industry standards and project specifications. This role involves performing a variety of tests, analyzing results, and maintaining accurate records. The ideal candidate will have a strong background in materials testing, attention to detail, and a commitment to quality.

Duties and Responsibilities:

- Conduct asphalt performance laboratory tests on asphalt and fiber materials. Assist with concrete related performance testing as needed.
 - Operate, calibrate, and maintain lab equipment. Maintain compliance with industry standards (e.g., ASTM, AASHTO) and internal quality control procedures.
 - Prepare and monitor samples for testing, following standardized protocols.
 - Analyze and interpret test results, generating comprehensive reports for internal and external stakeholders.
 - Collaborate with product development and engineering teams to support R&D initiatives.
 - Ensure adherence to lab safety protocols and maintain an organized and efficient workspace.
 - Stay informed about advancements in asphalt and concrete testing technologies and best practices.
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Skills & Qualifications:

- Bachelor's degree in civil engineering, Materials Science, or a related field. Equivalent experience will be considered.
 - 2+ years of experience in a laboratory setting focused on asphalt materials.
 - Strong knowledge of asphalt materials and testing procedures.
 - Proficiency in using laboratory equipment and software.
 - Excellent analytical and problem-solving skills.
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- Excellent attention to detail and organizational skills.
- Ability to work independently and as part of a team.
- Effective communication skills, both written and verbal.
- Ability to work independently and as part of a collaborative team

Financial Responsibility:

Employee is to stay within the expense budgets established. Any expenditure outside normal approved budgets requires prior authorization. Is responsible for budgeted sales and maintaining an established expense budget.

Confidentiality:

Will have access or be exposed to proprietary information. The direction will be given as to the best way to present this information, should that be required. Proprietary information of any nature is not to leave the company or be shared with anyone inside or outside the company without prior authorization.

Disclaimer: The statements included herein are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The Company retains the right to add to or change the duties of this position at its discretion.

1. Physical Requirements of this Position

A. How much on-the-job time is spent performing the following physical activities?

Physical Activity	Amount of Time			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In an average workday, the owner primarily performs: (Check one)

- Sedentary Work:** Lifting 10 lbs. Maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount

of walking and standing is often necessary in carrying out job duties. Repetitive motion of hand and finger movement to manually input data using a keyboard may be required for up to eight hours a day. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.

- Medium Work:** Lifting 50 lbs. Maximum with frequent lifting and/or carrying of object weighing up to 25 lbs.
- Heavy Work:** Lifting 100 lbs. Maximum with frequent lifting and/or carrying of object weighing up to 50 lbs.

B. Visual Acuity Requirements of this position including color, depth perception and field of vision (Check one)

- Close Vision:** Clear vision at 20" or less.
- Distance Vision:** Clear vision at 20' or more.
- Peripheral Vision:** Ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point.
- Depth Perception:** Three-dimensional vision, ability to judge distances and spatial relationships.
- Ability to Adjust Focus:** Ability to adjust the eye to bring an object into sharp focus.
- No special vision requirements.**

C. Select the level of noise that is typical in the work environment for this job: (Check one)

- Very quiet conditions** (Examples: forest trail, isolation booth for hearing test)
- Quiet conditions** (Examples: library, private office)
- Moderate noise** (Examples: business office with typewriters and/or computer printers, light traffic)
- Loud noise** (Examples: normal shop conditions)
- Very loud noise** (Examples: jack hammer work, metal can manufacturing department)

II. Work Environment

A. How much exposure to the following environmental conditions does this job require?

Environmental Conditions	Amount of Time			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Wet or humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work/job-related travel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

B. Additional physical requirements and/or environmental conditions not mentioned above: None

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

The work environment characteristics described here are representative of those an owner encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.