

**ASPHALT INSTITUTE, INC.
JOB DESCRIPTION**

JOB TITLE: Asphalt Technician **JOB CODE:**

SUPERVISOR TITLE: Laboratory Manager

POSITIONS SUPERVISED: None

FLSA STATUS: Non-Exempt
Full-Time (40 hours/week)

GENERAL SUMMARY

Under administrative and technical supervision by the Laboratory Manager, conducts a variety of activities in the Division of Research and Laboratory Services including testing and reporting results of testing on the properties and uses of asphalt materials.

ESSENTIAL JOB FUNCTIONS

Under administrative and technical supervision by the Laboratory Manager:

1. Operates and supports the use of laboratory testing apparatuses. This includes device calibration as well as specimen preparation and instrumentation. Prepares lab results for further analyses in the following capacities:
 - i. Asphalt Binder and Emulsion Independent Assurance (IA) Testing – routine laboratory analysis for asphalt material certification.
 - ii. Asphalt Binder and Emulsion Research – project-based tasks centered around national, industry, and internal research initiatives.
2. Develops and maintains proficiency in asphalt materials test procedures. Conducts testing related to these lab procedures with the need for only moderate supervision.
3. Maintains and is responsible for the maintenance, organization, and cleanliness of the laboratory and laboratory equipment.
4. Contributes to maintaining AASHTO Accreditation for the Asphalt Institute Laboratory by conducting verification and calibration of equipment in the Asphalt Binder Laboratory, participating in training and procedural reviews, and preparing for inspections by AASHTO re:source.
5. Coordinates with equipment and material suppliers and mechanical contractors to successfully implement new laboratory equipment and test procedures.
6. Provides laboratory support to Asphalt Institute training initiatives as needed.

The intent of this job description is to provide a representative summary of the major duties and responsibilities of this position. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

KNOWLEDGE AND ABILITIES

At a minimum, a high school diploma or equivalent is required. Bachelor’s degree is preferred. General computer skills are essential, including familiarity with standard Microsoft Office (Word, Excel, Outlook) products. Must be self-motivated and have the ability to work in a team-oriented environment. Strong personal organization and multi-tasking skills are also beneficial, as is the ability to handle normal workloads with minimal supervision from the Laboratory Manager. A valid driver’s license is required.

EXPERIENCE

No specific work experience required. Must be at least 18 years of age as work is in a laboratory with daily exposure to the potential hazards of laboratory chemicals and testing equipment.

PHYSICAL DEMANDS

Position has no unusual physical demands; however, there is routine exposure to the potential hazards of laboratory chemicals and testing equipment. Sufficient manual dexterity needed to operate personal computer keyboard and testing equipment. Sufficient strength required for routine lifting of laboratory materials and equipment. Extended periods of time will be spent standing/moving about the laboratory. Required to wear personal protective equipment (PPE) as supplied by Asphalt Institute, which may include gloves, safety glasses, hearing protection, lab coat, and lab-appropriate footwear.

Timely attendance is a requirement since the position generates revenue for the Division.

This position is not expected to require any business travel.

Reviewed: _____ Asphalt Technician

Reviewed: _____ Laboratory Manager

Reviewed: _____ Director of Research and Laboratory Services

Date: _____