

Summary of Duties : Plans, organizes, coordinates, and directs the operations of the Materials Testing Division of the General Services Department; applies supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and performs related work.

Distinguishing Features : The Director of Material Testing Services personally and through subordinate supervisors, plans, organizes, and directs the work of employees engaged in the highly complex and technical sampling and testing of soils, wastewater, and construction materials. An employee of this class is a division head which reports directly to an Assistant General Manager General Services and is responsible for the overall planning and coordination of the Materials Testing Division including the determination of divisional priorities, ensuring the continued accreditation of testing labs, and representing the division before client agencies and regulatory bodies.

An incumbent in the class of Director of Materials Testing Services, as a bona fide supervisor, is responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests.

Examples of Duties : Directs through subordinate supervisors, employees engaged in the sampling and testing of construction materials, soils, wastewater and other materials using highly technical chemical, physical, or geotechnical analytical procedures; contracts for testing services where necessary for technical or workload reasons; directs the preparation of reports; confers with departmental managers and other City officials to define and achieve concurrence on testing needs, priorities, and methods; ensures that the City meets all legal requirements involved in materials testing; directs and implements a division-wide safety program; appears before the City Council and its committees regarding materials testing matters; and directs the preparation of the Division's annual budget.

Communicates equal employment opportunity/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative Action Program; and may be assigned to other duties to meet technological changes or emergencies.

Qualifications : A good knowledge of standard sampling and testing methods and procedures; a good knowledge of current technological developments and sources of information in the field of materials testing; a good knowledge of laws, ordinances, and regulations governing the operations of City materials testing laboratories; a good knowledge of the principles and practices of public administration, including budget preparation, personnel management,

and City purchasing procedures; a good knowledge of hazards involved and safety precautions to be observed in lab and field activities; a good knowledge of supervisory principles and practices including: planning, delegating and controlling the work of subordinates; a good knowledge of techniques of training, instructing and evaluation of subordinate work performance; a good knowledge of techniques for counseling, disciplining, and motivating subordinate personnel; a good knowledge of the procedures for grievance handling; a good knowledge of supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program; a working knowledge of memoranda of understanding as they apply to subordinate personnel; a general knowledge of City personnel rules, policies and procedures.

The ability to direct and coordinate the work of a large number of materials and waste water testing laboratories; the ability to deal tactfully and effectively with City officials, employees and the public; the ability to prepare clear and comprehensive reports; the ability to analyze studies, surveys, reports of costs, operating methods, and problem areas, and to develop appropriate changes and improvements; the ability to implement new plans, programs, and policies; the ability to determine the need for outside contractors; the ability to maintain a work environment to enhance both employee morale and productivity; the ability to apply supervisory principles and techniques; the ability to fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

Four years of professional materials testing experience at the level of Materials Testing Engineer; or four years of full-time paid experience supervising a chemical, physical or geotechnical testing laboratory.

License : Registration as a Civil Engineer by the State Board of Registration for Professional Engineers is required. A valid California driver's license and a good driving record are required.

Physical Requirements : Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; and good speaking and hearing ability.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the major duties of this class. Such determinations must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any

position shall be.