OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Materials Controller 3	CODE: 84323C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from supervisor, acts as lead worker (i.e., provides work direction & training) over lower-level materials controllers, engineering aides or other sample procuring or testing personnel to insure quality control of project materials through sampling, testing & inspection of all project related materials; PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	52-72	Acts as lead worker (i.e., provides work direction & training) over lower-level materials controller, engineering aides or other sample procuring or testing personnel engaged in sampling, testing & inspection of project related materials to insure quality control of all project materials.	Knowledge of (1) federal, state & departmental established test procedures & standards pertaining to materials, (2) construction materials sampling & testing; skill in (3) operation, calibration & maintenance of materials testing/sampling equipment; ability to (4) interpret variety of instructions in written, oral, picture or schedule form, (5) calculate fractions, decimals & percentages, (6) complete routine forms, (7) establish friendly atmosphere as lead worker.
2	28-48	Performs documentation & recordkeeping of all projects & related material production.	Knowledge of 1, 2; skill in 3; ability to 4, 5, 6.

(1155)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
May lift heavy weights; may work around project construction; smoke, dust, noise, odor & toxic fumes, heavy traffic & equipment; adverse weather conditions.	6 mos. experience as Material Controller 2 (or 18 mos. exp. in sampling & testing materials for use in construction projects); or equivalent.