



## JOB DESCRIPTION: SOUTHEAST REGIONAL SOUTHEAST REGIONAL QUALITY CONTROL MANAGER

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<b>Department:</b>	G & A
<b>Reports To:</b>	EVP Operations
<b>Direct Supervisory Responsibility:</b>	Yes
<b>Revision Date:</b>	August 6, 2024

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A Southeast Regional Quality Control Manager is responsible for the quality of the production of hot mix asphalt and aggregates, production materials, and jobsite review as well as conducting routine and special laboratory testing to ensure conformance standards. The QC Manager performs a wide variety of tasks, transferring from one task to another as the workflow dictates.

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### ESSENTIAL FUNCTIONS AND DUTIES OF POSITION:

- Ensure a safe work environment in compliance with all safety policies and procedures using the appropriate tools and equipment for the task.
- Follow all company policies and OSHA regulations for safe working procedures and environment.
- Manages collection and analyzing of materials and recommends adjustments to both production and construction staff to ensure compliance with standards.
- Evaluate possible quality issues and provide remedies.
- Job requires an extensive knowledge of asphalt, concrete, aggregate products and respective test standards and the ability to perform asphalt/concrete/aggregate products testing. Tests include but are not limited to:
  - Aggregates: Plasticity index, Liquid limit, L.A. Abrasion, Sodium Sulfate Soundness, Durability, Gradations, Absorption, Specific gravity, Proctors;
  - Asphalt: Rice Specific Gravity, Sand Equivalent, Bulk Specific Gravity, Hveem Molds, Extraction, Gradation, Stabilities, Retained Strength, Marshall Tests, Densities with nuclear gauges;
  - Concrete: Plasticity index, Durability, Specific Gravity, Slump tests, Retained Strength.
- Responsible for design and submission of all asphalt/concrete/aggregate mix designs and their implementation at the plants.
- Responsible for all Material Certification submittals for the Company and outside customers as requested.
- Responsible for being the liaison between the Company and outside testing labs. State Departments of Transportation, appropriate County and/or Cities, and independent labs are included.
- Responsible for informing the proper supervision of test results and giving technical advice and information when requested. This includes prompt notification of supervisors of poor test results and other deficiencies when they occur.
- Responsible for making asphalt/concrete/aggregate product information available to sales department and qualified outside customers. This includes technical information, gradations, and availability of products.
- Prepare statistical summary quality reports on company product lines
- Keep informed of professional and technical developments of new specifications to maintain and improve operational efficiencies by attending relevant technical meetings
- Must possess strong written and verbal communication skills and can interact with individuals at any level of the organization (i.e. plant production personnel, plant managers, contractors, and agency representatives)



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### **QUALIFICATIONS:**

- A high school diploma or general education degree (GED) is preferred.
- Must have 4+ years of experience in aggregate and asphalt testing and design.
- An extensive knowledge of asphalt, concrete, aggregate products, and respective test standards.
- Intermediate proficiency in Excel, Word, and Outlook is required.
- A valid driver's license is required.
- Frequent travel is required throughout the Southeastern United States.

### **PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

- Work is performed outdoors in all weather conditions; working near live traffic while on the jobsite.
- The work environment periodically exposes the employees to high levels of noise, grease, and dust that is typically associated with a construction project.
- Work may involve a variety of substances commonly found on construction sites such as form oil, grease, curing compounds, gasoline, diesel fuel and ready mixed concrete.
- Constant physical effort, including standing, is required during a regular work shift of at least eight hours per day. Employee must be able to stand for extended periods of time, and to stoop, bend, and crouch as required to perform Key Duties.
- Frequently work with hands extended overhead, sometimes in conjunction with the operation of hand power tools.
- Maintain constant alertness to the multiple concurrent activities of the construction site, including the activities of other employees and contractors, the operation of stationary equipment, and the movement of mobile equipment.
- Frequently walk on uneven surfaces, including natural ground in varying weather conditions.



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**Acknowledgement of Receipt and Understanding of  
Warren Paving, Inc. Job Description**

I have carefully read the aforementioned job description and understand its provisions and can perform all of the specific job functions as required by this particular position.

Job Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Employee's Name: \_\_\_\_\_  
(Please print)

Employee's Signature: \_\_\_\_\_

***Acknowledgement received:***

Date: \_\_\_\_\_

Company Authorized Signature: \_\_\_\_\_

Company Authorized Name: \_\_\_\_\_