



INBERG-MILLER ENGINEERS

Quality Solutions Through Teamwork

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DATE OF OPENING: March 5, 2019
FROM: Jeremy J. Hernandez, CFO/Executive Vice President
EMPLOYMENT OPPORTUNITY: **LABORATORY MANAGER**

Fulltime position for **Laboratory Manager**. Primary duties include field and laboratory testing of construction materials such as soils, aggregates, concrete and asphalt. Projects to be tested include earthwork, concrete placement, asphalt paving, and masonry construction. The majority of projects are located in Wyoming, however, you could work anywhere in the Mountain West.

- **Experience** – 3-10 years of field and/or laboratory construction materials testing experience is preferred.
- **Education** - Minimum education requirement includes High School diploma or G.E.D. Any completed college level coursework in Engineering Technology is desirable.
- **Compensation** - Competitive salary with compensation dependent upon relevant education, certifications, training, and experience.
- **Benefits** - Excellent benefit package available including vacation, holiday, sick leave, medical, dental, disability, life insurance, long term care, Employee Stock Ownership Plan (ESOP), employer-matched 401(k).

A more complete Position Description is attached hereto and made a part of this Announcement. To complete our application process, applicants must submit an Application for Employment; the application may be submitted on-line at www.inberg-miller.com. A current resume, and transcripts of studies from college(s) attended, these may be submitted via e-mail to wsteeds@inberg-miller.com or through the mail addressed to Wendi Steeds, Inberg-Miller Engineers, 124 East Main Street, Riverton, Wyoming 82501. If you have any questions regarding our application process, please contact Wendi Steeds at 307-856-8136 or via e-mail.

Inberg-Miller Engineers is an Equal Opportunity Employer and does not discriminate in its hiring practices. Each person, without regard to race, religion, color, national origin, sex, age, disability, or veteran's status, will receive equal consideration.



POSITION DESCRIPTION

DATE OF OPENING: January 23, 2019

POSITION TITLE: Laboratory Manager

REPORTS TO: Office Manager

POSITION FUNCTION:

- Duties include laboratory and field testing of soils, aggregates, concretes and asphalt to confirm compliance with plans and specifications. Operations to be tested include earthwork, concrete placement, asphalt paving and masonry construction. In addition, perform concrete and asphalt coring.
- Assist in staking and determining elevations of test boring locations in the field. Assist the driller in drilling and sampling of test borings and related subsoil exploration functions.
- Prepare written field reports summarizing work performance and tabulating all field data, utilizing the computer for entering data and producing test reports. The Technician is to develop a thorough working knowledge of all applicable laboratory and field testing procedures as defined by such organizations as ASTM, ACI, AASHTO, etc. If no published standards exist, the Technician must learn procedures and guidelines developed in-house by Inberg-Miller Engineers.
- Our company employment philosophy is to cross-train our Technicians and teach them about the various kinds of work IME performs. In addition to geotechnical and geologic projects, they could be involved in surveying, civil, environmental, and contract drilling projects from time to time. While we do not expect everyone to be an expert in all these areas, we believe that our Technicians should have a basic understanding of our core business activities and should be able to help out in all of these disciplines as the need arises.

TYPICAL DUTIES, RESPONSIBILITIES, AND SKILLS ESSENTIAL TO THE POSITION:

- Must be able to follow instruction, and work independently, or as part of a project team.
- Complete assigned tasks in a timely, logical manner and exercise discretion and good judgment in accomplishing assigned tasks and goals.
- Must have organizational, communication, interpersonal, and intellectual skills
- Ability to organize, prioritize, and follow multiple projects and tasks to completion.
- Ability to become proficient with computer programs associated with Microsoft Windows operating systems (Word, Excel, Outlook, etc).
- Must be able to interpret construction plans and specifications to determine testing requirements.
- Ability to prepare proposals and fee estimates for construction materials testing services.
- Manage the day-to-day processes and scheduling of laboratory and filed work for construction materials testing services.

- Ability to communicate well, both verbally and in written form
- Proficient in the use of laboratory and field testing equipment and procedures.
- Ability to work in adverse weather conditions, nights, weekends, and holidays, if needed.
- Willingness to work more than 45 hours per work week as the job schedule dictates.
- Ability to read and comprehend technically-written material.
- Ability to establish and maintain positive and effective working relationships with clients, fellow employees and anyone with whom you come in contact at any time during working hours.

EXPERIENCE:

- 3-10 years of experience with field and/or laboratory construction materials testing experience is desirable.

EDUCATION:

- Minimum education requirement includes High School diploma or G.E.D. Any completed college level coursework in Engineering Technology is desirable.

TRAINING:

- 40-Hour OSHA Hazardous Waste Site Worker, ACI Concrete Field Testing, Nuclear Moisture Density Gauge, Mine Health and Safety (MSHA), and/or First Aid desired.
- Mandatory attendance to annual Corporate Safety Training Week.

OTHER REQUIREMENTS:

- Ability to represent IME in a professional manner including, but not limited to, personal appearance and cleanliness, and communications techniques with clients, fellow employees and anyone with whom you come in contact at any time during working hours. Good judgment, consistent with acceptable business norms, should serve as a basis for the measurement of personal appearance and cleanliness. Extremes of any sort are unacceptable.
- Ability to complete required training and to pass required tests necessary to obtain the certifications required to perform the duties and responsibilities of the position.
- Ability to achieve negative results on a drug test. Employment will be denied to anyone with a positive pre-employment screen according to our current Substance Abuse Policy.
 - IME has implemented six types of drug and alcohol testing:
 1. Pre-employment (drug testing only)
 2. Reasonable suspicion
 3. Post-accident
 4. Random
 5. Follow-up
 6. Return-to-duty

- IME has three drug and alcohol testing plans:
 1. IME's Company Drug and Alcohol Testing Plan
 2. The Department of Transportation – Federal Motor Carrier Safety Administration (DOT-FMCSA) Plan
 3. The Department of Transportation – Pipeline and Hazardous Materials Safety Administration (DOT-PHMSA) Plan.

Depending upon the position for which an employee has been hired, the employee could be involved in more than one of these programs if the duties of the employee require him/her to perform “covered functions” associated with the regulations of the Department of Transportation in 49 CFR, Parts 40, 199, and 382.

- Ability to suspend the use of tobacco during working hours both in the IME' workplace and vehicles, and that of our clients'.
- Ability and willingness to abide by set policies and/or safety programs established by our clients and/or regulatory agencies which govern our performance and behavior in the normal course of our work while on the clients' property or job site.
- Ability and willingness to read, comprehend, and abide by our company policies.
- A valid driver's license will be required if an essential job function requires you to operate a company owned or leased motor vehicle. For applicants that meet this criteria a Motor Vehicle Report (MVR) will be requested and applicants with three moving violations within the last three years or a DUI conviction within the last five years will be automatically deleted from further consideration for employment.
- After an offer of employment is made, continued employment is conditioned upon the results of a medical exam. The results of the medical exam must demonstrate the medical and physical capabilities to perform all of the demands of the essential functions of the position, with or without reasonable accommodations.
- Ability to follow IME's computer, cell phone, and social media policies at all times while employed with IME.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

- Assist the construction materials testing department in directing, managing and supervising the daily task and immediate affairs of the construction materials testing services provided by IME.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

- Work Type: Heavy, exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Climbing/Balancing: Climb inclines, ladders, and uneven surfaces. Balance required.
- Walking: Frequently.
- Stooping/Bending: Frequently.
- Stand/Sit: Stand/sit about 50/50 percent of job time.

- Reaching: Frequent reaching, overhead as well as horizontal.
- Vision: Corrected vision to 20/20 or adequate to perform essential functions.
- Color Vision: Ability to identify and distinguish colors.
- Speech: Ability to express ideas by means of fluent English.
- Eye/Hand/Foot Coordination: Frequently operate precision equipment.
- Manual Dexterity: Frequently operate precision equipment.

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

- Inside/Outside: Work inside and outside.
- Cold/Heat: Adverse weather conditions possible.
- Wet/Dry: Adverse weather conditions possible.
- Noise/Vibrations: Exposure to heavy construction and equipment noise.
- Hazards: Moderate exposure to traffic and construction areas. Exposure to hazardous materials.
- Fumes/Dust/Odors: Exposure to dust, construction equipment, fumes, and natural gases.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED

- Construction Materials Testing Equipment
- Company Vehicles
- Computers
- Calculator
- Plans and Specifications
- Text books and Manuals
- Respirators and/or SCBA's

REMARKS:

- The above position description is intended to describe the duties of a Laboratory Manager in general terms and does not necessarily describe all of his/her duties.