

LEVEL IV MAJOR PROJECT WRITE-UP GUIDELINES

HIGHWAY MATERIALS

- The project write-up is a separate document from the work history.
- It is a concise, detailed, two- to three-page written description of one or more major projects specific to the subfield of certification, i.e. a Highway Materials project.
- The write-up must be prepared by the candidate. Official job descriptions, testimonials from others, company reports etc. are not acceptable.
- The project must have taken place well into your career in the certification area and must be recent (has taken place within the past 3 to 4 years).
- The write-up must demonstrate independent, senior-level engineering technician work, including supervisory capacity and delegated responsibilities and duties in the majority of the activities associated with the certification area.

The write-up must describe in detail the following:

THE PROJECT

- Type of project, i.e. highway, roadway, bridge, interchange, viaduct, etc.
- Project location
- Project owner, contractor and consulting firm
- Type of construction, i.e. new, major reconstruction, rehabilitation, etc.
- Size of project i.e. length, number of lanes, number of intersections, number and type of **structures, area, volume, etc.**
- Project cost, i.e. approximate dollar value
- Time period, i.e. project start and completion dates and dates of candidate's involvement
- General scope of construction activities, i.e. earthwork, structural concrete, foundation work, special treatments, stabilization, paving, drainage etc.

THE CANDIDATE'S INVOLVEMENT

- Supervisory responsibilities, i.e. position and authority, daily duties and tasks, number and categories of people supervised and the various tasks they performed
- Type of service and range of laboratory and/or field testing, quality control and inspection activities including the specific type and frequency of tests conducted, the various materials tested, the program's management, documentation, reporting, project closeout etc.

NOTE: If a wide range of activities cannot be documented for a single project, they may be accumulated via several more narrowly focused projects.