

PERSONAL DATA SUMMARY SHEET

(The original copy must be submitted to the requesting agency's personnel office. Retain a copy for your records.)

TITLE OF JOB FAMILY AND LEVEL FOR WHICH CERTIFICATION IS REQUESTED: **Transportation Specialist Level IV**

NAME: **Groom Michael D** SSN: **142802**

Last First Middle

INFORMATION ON THIS FORM IS SUBJECT TO VERIFICATION.

Education	Name	Location	Dates Attended	Hours Completed	Hours Completed or Degrees and Majors
High School	Perry High School	Perry, OK.	1996-2000		Diploma
Other					

Registration, certification license: Type:	HCMT #2629	Granted By:	ODOT Materials Division	Effective Dates: 3/2009 - 1/2014
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QUALIFYING EXPERIENCE: *(List only jobs that include relevant experience for the proposed job family and level.)*

Employer and Location	Position Held	Hours Per Week	Date Employed	Date Separated	Description of Duties
Materials Division, OKC	Trans Spec. VI	40	6/12		I am currently the supervisor of the materials lab. I oversee several different programs. The evaluation of all certified tech. I also prepare the final audit reports for FHWA. I am the Safety Officer for the Materials and Research branch. I oversee all the AMRL Proficiency Samples, and answer any question that might come up about AMRL. I oversee all certified lab and conduct Audit on all ODOT qualified labs. I oversee the Calibration, Contract, and Audit for all ODOT Residency lab.
Materials Division, OKC	Trans Spec. III	40	1/11	6/12	I Pull samples with residency for comparison results. Also answer any question or disputes of results. Resources each noncomparison results. Certified in Aggregate, Concrete, Asphalt, and Soils. I perform computer operation as needed in day to day Materials record keeping. Performs in field materials sampling and testing. Properly fulfilling the duties of Maintaining a sample for correct auditing purposes. Work with Contractors Quality Control in an effort to maintain ODOT Qualification and Certification for ODOT projects. Also perform evaluations on certified ODOT employees and contractors to maintain ODOT procedures on material testing.
ODOT, Perry, OK	Trans Spec. II	40	11/10	1/11	Currently I'm a supervisor in a construction residency. Certified in Aggregate, Concrete, Asphalt, and Soils Computer operation as needed in day to day Materials record keeping. Performs in field materials sampling and testing. Performs Asphalt, Concrete, Aggregate, and Soils Tests. Day to Day Supervision of Lab procedures and personnel. Properly fulfilling the duties of Maintaining a sample for correct Auditing purposes. Work with Contractors Quality Control in an effort to maintain ODOT Qualification and Certification for ODOT projects. Site Manager Material Coordinator for Perry Residency. Train new employees on proper sampling and testing techniques & help all employees to maintain their Certifications. Maintain materials testing equipment to ODOT Specifications & proper working order. Certify asphalt and concrete plants for Site Manager.

Title 21 O.S. Section 358: "It shall be unlawful for any person applying for employment with the State of Oklahoma to make a materially false, fictitious or fraudulent statement or representation on application, knowing such statement or representation to be materially false, fictitious or fraudulent. A violation of this subsection shall be punished as provided in subsection B of Section 359 of this title."

I certify, subject to the penalties provided by law, that all information listed above is correct to the best of my knowledge.

Signature of Employee or Personnel Officer

Date

I authorize the hiring agency to review and photocopy any and all of my performance evaluations for their consideration in the hiring decision.

PERSONAL DATA SUMMARY SHEET

NAME: Michael D Groom SSN: 142802

Employer & Location	Position Held	Hours Per Week	Date Employed	Date Separated	Description of Duties
ODOT Perry, OK.	Trans.Spec. I	40	6/09	11/10	Currently I'm a supervisor in a construction residency. Certified in Aggregate, Concrete, Asphalt, and Soils Computer operation as needed in day to day Materials record keeping. Performs infield materials sampling and testing. Performs Asphalt, Concrete, Aggregate, and Soils Tests. Day to Day Supervision of Lab procedures and personnel. Properly fulfilling the duties of Maintaining asample for correct Auditing purposes. Work with Contractors Quality Control in an effort to maintain ODOT Qualification and Certification for ODOT projects. Site Manager Material Coordinator for Perry Residency. Train new employees on proper sampling and testing techniques & help all employees to maintain their Certifications. Maintain materials testing equipment to ODOT Specifications & proper working order.
ODOT Perry, OK.	Trans Tech III	40	3/08	6/09	Project Inspector Supervisor: oversees projects and confirms contractors follow ODOT specs; maintain day-to-day records in Sitemanager of all contractors activities. Certified: Aggregate, Concrete, Asphalt, Soils, and Profilograph
KEINFELDER					Quality control for contractors; performed concrete, asphalt, soil, and density tests to submit for payment; calibrated
ODOT Perry, OK.	Trans. Tech III	40	7/05	8/07	Performed computer operation, as needed, in day-to-day materials record keeping; executed asphalt, concrete, aggregate, and soils tests; fulfilled the duties of maintaining a sample for auditing purposes; collaborated with contractors' quality control to ensure compliance for qualification and certification for ODOT projects. Certified: Aggregate, Concrete, Asphalt, Soils, and Profilograph.

ODOT Perry, OK.	Trans. Tech II	40	6/04	7/05	Performed computer operation, as needed, in day-to-day materials record keeping; executed asphalt, concrete, aggregate, and soils tests; fulfilled the duties of maintaining a sample for auditing purposes; collaborated with contractors' quality control to ensure compliance for qualification and certification for ODOT projects. Certified: Aggregate, Concrete, Asphalt, Soils, and Profilograph.
ODOT Perry, OK.	Trans. Tech I	40	7/03	6/04	Performed computer operation, as needed, in day-to-day materials record keeping; executed asphalt, concrete, aggregate, and soils tests; fulfilled the duties of maintaining a sample for auditing purposes; collaborated with contractors' quality control to ensure compliance for qualification and certification for ODOT projects. Certified: Aggregate, Concrete, Asphalt, Soils, and Profilograph.

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SSN: _____

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SHEET _____ OF _____ SHEETS

Employer & Location	Position Held	Hours Per Week	Date Employed	Date Separated	Description of Duties
ODOT: Perry, OK.	Survey Crew TEMP. FOR ODOT	40	6/01	3/03	Worked on survey crew; operated the total station, rod, and level; calculated and analyzed grades and quantities for ODOT projects; excelled in computer operation within MicroStation; charted and analyzed elevation for plotting purposes and requirements.