
Auburn University Job Description

Job Title:	Supv, NCAT Trucking	Job Family:	No Family
Job Code:	HC20	Grade 32:	\$35,000 - \$58,400
FLSA status:	Exempt		

Job Summary

Oversees and manages trucking operations at the National Center for Asphalt Technology (NCAT) Test Track.

Essential Functions

1. Maintains a fleet of 7 Class 8 vehicles; performs maintenance on high-mileage tractors to keep them performing at their best and to keep drivers safe. Services and performs routine maintenance on all vehicles for the test track.
2. Coordinates trucking activities to include scheduling of activities for drivers and monitors weather conditions in regards to driver safety and oversees fleet operations.
3. Assists with the collection of data measurements including cutting cores from the test track in aid of research. Helps set up trucks for fuel tests.
4. Drives trucks during shift when short-handed.
5. Assists with construction every 3rd year during rebuild of test track.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	5	Experience in trucking practices

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of Occupational Safety and Health Administration (OSHA) regulations. Developed supervisory skills.

Certification or Licensure Requirements

Commercial Drivers License (CDL) with a valid medical certification and a basic vehicle and road driving test administered by NCAT must be passed

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, talking, hearing, and lifting up to 50 pounds.

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/11/2016
