

## JOB INFORMATION

|                                                          |                                    |
|----------------------------------------------------------|------------------------------------|
| Job Code                                                 | HC67                               |
| Job Description Title                                    | Mgr, NCAT Test Track               |
| Pay Grade                                                | RE14                               |
| Range Minimum                                            | \$115,500                          |
| 33rd %                                                   | \$154,000                          |
| Range Midpoint                                           | \$173,250                          |
| 67th %                                                   | \$192,500                          |
| Range Maximum                                            | \$231,000                          |
| Exemption Status                                         | Exempt                             |
| Organizational use restricted to the following divisions | 128 Samuel Ginn Col of Engineering |
| Approved Date:                                           | 1/1/1900 12:00:00 AM               |
| Legacy Date Last Edited                                  | 8/30/2017                          |

## JOB FAMILY AND FUNCTION

|               |                       |
|---------------|-----------------------|
| Job Family:   | Research              |
| Job Function: | Disciplinary Research |

## JOB SUMMARY

Manages the National Center for Asphalt Technology (NCAT) Test Track and Test Track Service Center to ensure the highest levels of safety while meeting the needs of clients.

## RESPONSIBILITIES

- Manages the day-to-day activities and budget of the Test Track Service Center which includes but is not limited to, personnel, facilities, and trucks. Responsible for the safety of all personnel on the Test Track property including all NCAT staff and visitors. Ensures testing schedules are planned and maintained to meet the project demands of the research cycle. Serves as NCAT's primary point of contact for all activities on the Test Track property.
- Manages and oversees quality assurance testing on materials and construction of test sections to meet the needs of the clients and principle investigators. Manages storage of raw materials used in test section construction. Coordinates sampling and shipping of all materials requested by NCAT researchers, clients and other parties. Manages periodic field testing of the test sections using methods approved by the principal investigators. Provides project reports as requested and maintains communications with vendors to resolve issues with the Test Track.
- Oversees and assists in the construction of the test sections at the beginning of each three year cycle and major repair construction with a focus on management, deployment, and optimization of rented construction equipment.
- Supports instrumentation and computer systems at the Test Track by serving as the local network administrator and assisting with coordination of the activities of the instrumentation personnel.
- Presents as requested for various meetings with test track sponsors, technical committee, board members, etc.
- Managerial oversight for the drivers, lab technicians, co-op students, and an NCAT engineer.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

|                            |                                                                                                                                                                                           |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

## MINIMUM EDUCATION & EXPERIENCE

| Education Level   | Focus of Education          |     | Years of Experience | Focus of Experience                                                                                                                                                                                    |  |
|-------------------|-----------------------------|-----|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Bachelor's Degree | Degree in Civil Engineering | and | 10 years of         | Experience in roadway design, construction, and testing with progressively increased responsibility in scope and accountability. Must have 1 year experience supervising, mentoring or leading others. |  |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

In-depth knowledge of asphalt paving materials, design, and construction. Knowledge of data management techniques, safety procedures, and basic accounting principles.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |  |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required.          |                                |            |                  |  |

## REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        |              | X          |            |        |
| Walking                       |       |        |              | X          |            |        |
| Sitting                       |       |        | X            |            |            |        |
| Lifting                       |       |        |              | X          |            | 25 lbs |
| Climbing                      |       |        | X            |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        | X            |            |            |        |
| Talking                       |       |        |              | X          |            |        |
| Hearing                       |       |        |              | X          |            |        |
| Repetitive Motions            |       |        |              | X          |            |        |
| Eye/Hand/Foot Coordination    |       |        |              | X          |            |        |

WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       |        |              | X          |            |
| Extreme heat           |       |        |              | X          |            |
| Humidity               |       |        |              | X          |            |
| Wet                    |       |        |              | X          |            |
| Noise                  |       |        |              | X          |            |
| Hazards                |       |        |              | X          |            |
| Temperature Change     |       |        |              | X          |            |
| Atmospheric Conditions |       |        |              | X          |            |
| Vibration              |       |        |              | X          |            |

**Vision Requirements:**

Ability to see information in print and/or electronically.