
Auburn University Job Description

Job Title: **Asst Dir, NCAT**

Job Family: No Family

Job Code: **HC05**

Grade RE15 \$128,700 - \$257,400

FLSA status: Exempt

Job Summary

Oversees the research program related to the National Center for Asphalt Technology's Pavement Test Track.

Essential Functions

1. Oversees the Test Track research program. Serves as the primary point of contact for the Test Track research program including sponsor engagement, experimental planning, coordination with Principal Investigators, construction management, budget management and supervision of the NCAT Test Track operations staff.
2. Responsible for presenting research proposals to potential clients and securing sponsor funding for Test Track research in order to grow the program beyond the current funding level of approximately \$4 million/year. Requires frequent travel within the U.S.
3. Prepares and executes implementation strategies for Test Track research findings including preparation and delivery of marketing materials, videos, and presentations to stakeholder groups.
4. Prepares and presents business plans for new Test Track operational strategies.
5. Analyzes Test Track data, conducts engineering analyses and prepares research project reports, articles, webinars, workshops, and other communications with sponsors.
6. Provides pavement engineering advice to stakeholders and allies.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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

	Minimum	Focus of Education/Experience
Education	Bachelors Degree	Degree in Civil Engineering or related field
Experience (yrs.)	10	Experience in civil engineering with expertise in asphalt pavement research, pavement materials testing, pavement management, and pavement construction. Must have experience managing, mentoring, or leading others.

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

Expertize in asphalt paving materials, design, construction, project development, project management, and marketing techniques

Certification or Licensure Requirements

Professional Engineering Licensure

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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 sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

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

Date: 8/31/2023
