
Auburn University Job Description

Job Title: **Mgr, NCAT Test Track**

Job Family: No Family

Job Code: **HC67**

Grade RE12 \$79,800 - \$143,600

FLSA status: Exempt

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.

Essential Functions

1. 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.
2. 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.
3. 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.
4. 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.
5. Presents as requested for various meetings with test track sponsors, technical committee, board members, etc.
6. Managerial oversight for the drivers, lab technicians, co-op students, and an NCAT engineer.

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	Four-year college degree	Degree in Civil Engineering
Experience (yrs.)	8	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.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

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

Certification or Licensure Requirements

None Required.

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, talking, hearing, and lifting up to 25 pounds.

Job occasionally requires sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

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

Date: 8/30/2017
