
Auburn University Job Description

Job Title: **Mgr, NCAT Training / Engineer**

Job Family: No Family

Job Code: **HC84**

Grade 38: \$78,900 - \$131,600

FLSA status: Exempt

Job Summary

The Manager of NCAT Training/Engineer manages and oversees the NCAT Training Program, manages the Southeast Superpave Center, and conducts pavement engineering research.

Essential Functions

1. Manages the NCAT training Program including asphalt technician certification programs for multiple highway agencies, a range of NCAT training courses for the asphalt industry, and specialized workshops conducted at NCAT facilities and locations within the United States and abroad. Responsibilities include scheduling, setting class sizes and fees, arranging instructors from NCAT staff and outside experts, coordinating lab activities, reviewing materials, and making changes based on participation and agency feedback. The position will also be responsible for developing and executing new financially sustainable strategies to expand NCAT's training program to reach larger audiences through the use of live and recorded on-line training, video-based and virtual reality content, blended learning, and computer-based learning assessments.
2. Manages NCAT's Southeast Superpave Center account which involves financial management of funds from numerous state DOTs, coordination of research and training activities using those funds, and preparation of quarterly and annual reports.
3. Serves as the training course instructor, including the development of high-quality, up-to-date training materials, interactive and hands-on training methods, production of simulating multimedia for training, and professional delivery of training through traditional instructor led classes and web-based programs.
4. Supports the asphalt industry and related organizations by responding to emails and phone calls. Coordinates workforce development and outreach activities with Auburn University and pavement industry sponsored events and programs.
5. Conducts pavement engineering research, including working with clients to identify needs, preparation of budgets, work plans, and proposals, organizing field and lab testing plans, communicating testing needs with engineers and technicians, coordinating work with other researchers, preparing progress and final reports, and presenting findings to outside groups. Conducts pavement forensic investigations for large and small clients to identify causes of pavement distress or failure and recommendations of effective corrective actions.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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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 pavement engineering, including 2 years experience as an instructor in pavement related courses. Must have experience working for a federal, state or local highway agency in pavement materials, construction or preservation. Must have experience managing an engineering program including budgeting, directing staff, and delivering a product. Must have training in adult learning methods.

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

Knowledge of asphalt paving materials, design and construction. Knowledge of effective training methods.

Certification or Licensure Requirements

Registered Professional Engineer

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 standing, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

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

Date: 11/8/2018
