AUBURN
Human Resources

Asst Dir, NCAT

Job Description

JOB INFORMATION

Job Code	HC05
Job Description Title	Asst Dir, NCAT
Pay Grade	RE15
Range Minimum	$138,600
33rd %	$184,800
Range Midpoint	$207,900
67th %	$231,000
Range Maximum	$277,200
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	8/31/2023

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Disciplinary Research

JOB SUMMARY

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

RESPONSIBILITIES

- 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.
- 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.
- Prepares and executes implementation strategies for Test Track research findings including preparation and delivery of marketing materials, videos, and presentations to stakeholder groups.
- Prepares and presents business plans for new Test Track operational strategies.
- Analyzes Test Track data, conducts engineering analyzes and prepares research project reports, articles, webinars, workshops, and other communications with sponsors.
- Provides pavement engineering advice to stakeholders and allies.

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	Supervises others with full supervisory responsibility.

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 to 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 or related field.	and	15 years of	Experience in civil engineering with expertise in asphalt pavement research, pavement materials testing, pavement management, and pavement construction	

Substitutions Allowed for Experience	Yes

Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Professional Engineering Licensure	Upon Hire	Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Motor Vehicle Record (MVR); Pre-Employment Drug Screening

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			up to 100 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.