AUBURN
Human Resources

Mgr, NCAT Lab Research

Job Description

JOB INFORMATION

Job Code	HC29
Job Description Title	Mgr, NCAT Lab Research
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	4/18/2023

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Disciplinary Research

JOB SUMMARY

Oversees the daily operation and maintenance of the National Center for Asphalt Technology (NCAT) research laboratory engaged in planning and performing analyses and tests required for research, development or quality control of processes or products.

RESPONSIBILITIES

- Plans and oversees the daily operation of a research laboratory to meet schedules, standard procedures, safety and records keeping/reporting requirements.
- Assists with the designing and planning of experiments, tests, and laboratory sequences by providing knowledge/expertise to researchers.
- Plans and coordinates the repair, security and maintenance of equipment, supplies and facilities of the laboratory.
- Assists in providing NCAT training to others within the National Center for Asphalt Technology as well as at external locations.

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 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	In a Civil Engineering	and	10 years of	Experience in the coordination of lab operations, maintenance, testing procedures, laboratory safety, and research. Must have 5 (five) years experience in pavement engineering, which may include pavement design, pavement construction, pavement and/or pavement materials testing. Must have a minimum of 2 years experience supervising, mentoring or leading others. Must have 1 year of experience as an instructor in pavement related courses.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of laboratory techniques, safety procedures, and teaching principles.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Registered Professional Engineer required.		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		10 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	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.