AUBURN
Human Resources

Mgr, NCAT Test Track

Job Description

JOB INFORMATION

Job Code	HC67
Job Description Title	Mgr, NCAT Test Track
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	8/30/2017

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Disciplinary Research

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.

RESPONSIBILITIES

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

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	Degree in Civil Engineering	and	10 years of	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.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None 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		25 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.