AUBURN
Human Resources

# Mgr, NCAT Training/Engineer

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | HC84 |
| Job Description Title | Mgr, NCAT Training/Engineer |
| 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

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|---|---|
| Job Family: | Research |
| Job Function: | Disciplinary Research |

## 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.

## RESPONSIBILITIES

- 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.
- 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.
- 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.
- 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.

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

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

## 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 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. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| Licensed Professional Engineer-NSPE | Registered Professional Engineer | Upon Hire | Required | |

## REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

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

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| 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 | | |
| Extreme heat | | | X | | |
| Humidity | | | X | | |
| Wet | | | X | | |
| Noise | | | X | | |
| Hazards | | | X | | |
| Temperature Change | | | X | | |
| Atmospheric Conditions | | | X | | |
| Vibration | | | X | | |

| **Vision Requirements:** |
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| Ability to see information in print and/or electronically. |