AUBURN
Human Resources

Asst Dir, NCAT Lab Research

Job Description

JOB INFORMATION

Job Code	JA20
Job Description Title	Asst Dir, NCAT Lab Research
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:	11/21/2024 11:19:26 AM

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Disciplinary Research

JOB SUMMARY

The Assistant Director of the National Center for Asphalt Technology (NCAT) Lab Research oversees the operation and fiscal management of the NCAT laboratory service center. Evaluates the laboratory's quality systems for equipment calibration, testing procedures, and data management in accordance with national standards. Leads efforts to maintain laboratory safety, maintains lab accreditation, conducts testing services for outside clients and research projects, and assists asphalt contractors, state department of transportation (DOT), and aggregate suppliers with materials quality issues.

RESPONSIBILITIES

- Oversees the daily operations of the lab, including supervision of lab teams, organizing laboratory schedules, equipment calibration and maintenance, staff training, setting safety policies and teaching safe practices, and ordering supplies and equipment. Supervises the Assistant Research Engineers on their research projects and provides assistance on their projects as needed.
- Develops and executes strategies to expand NCAT's testing services with paving contractors and material suppliers. Generates revenue streams for the laboratory by working with clients to help them with issues they encounter. Manages the testing, reporting, invoicing, and client relationships for non-research work.
- Oversees laboratory testing for research projects, including working with principal investigators to develop workplans and schedules, training staff, performing, or coordinating testing, data analysis, and summarizing results.
- Instructs NCAT training courses for federal and state agency personnel, and asphalt contractor personnel.
- Maintains the laboratory's national accreditation by the American Association of State Highway and Transportation Officials (AASHTO) Resource which includes performing and reporting proficiency sample testing throughout the year, maintaining and updating calibration records and quality system manual for AASHTO Resource review, and providing information and demonstrations for in-person assessments every two years.
- Participates in technical organizations that support programs to assure quality in the asphalt paving industry which includes organizations that develop national standards and provide guidance on testing procedures and specification criteria.
- Develops and executes policies, systems, and training to operate the laboratory safely and efficiently.
- Participates in NCAT leadership discussions and decisions regarding future needs in developing engineers, technicians, and students to help the center continue to excel and grow in research, education, and outreach opportunities.

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	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 of experience in asphalt mix design, asphalt paving materials testing, pavement construction, and pavement engineering. Must have 5 (five) years of experience as an instructor in pavement related courses. Must have 5 years of experience as a supervisor.	

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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.