AUBURN
Human Resources

Asst, Dir NCAT Training/Engineer

Job Description

JOB INFORMATION

Job Code	JA21
Job Description Title	Asst, Dir NCAT Training/Engineer
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 11:23:47 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) Training and Engineer leads NCAT's training program and outreach activities supporting the asphalt pavement engineering community across the U.S. and internationally. Ensures alignment between NCAT's training initiatives and its mission to provide innovative, relevant, and implementable research, technology development, and education that advances safe, durable, and sustainable asphalt pavements.

RESPONSIBILITIES

- Directs NCAT’s training programs, ensuring alignment with NCAT’s mission to provide innovative, sustainable solutions for the asphalt industry. Develops long-term strategies to expand training programs and drive forward NCAT’s goals in pavement performance, safety, innovation, and sustainability. Meets the training needs of stakeholders through instructor-led training, webinars, workshops, conferences, and videos.
- Develops long-term funding strategies for training initiatives by leveraging NCAT’s strengths. Explores partnerships with the Department of Transportation (DOT), industry stakeholders, and national associations to ensure sustainable growth of NCAT’s programs.
- Supervises the training program staff and advises NCAT faculty and engineers who serve as instructors for training courses, workshops, and webinars.
- Manages the growth and delivery of technician certification programs, specialized workshops, and other training initiatives. Oversees contract negotiations, and proposal development, and ensures high-quality, impactful education for industry stakeholders.
- Coordinates workforce development and technology transfer activities with Auburn University, Auburn University Transportation Research Institute, and the Alabama Transportation Assistance Program.
- Leads NCAT’s outreach and marketing efforts by fostering stakeholder relationships and communicating the center's research and education efforts through various websites, social media, magazines, and other outlets. Supervises NCAT's marketing, communication, and video production staff. Leads efforts to select, onboard, mentor, and develop outreach staff. Establishes succession plans for key roles and sets individual professional development goals to ensure staff effectiveness and long-term retention.
- Develops and implements innovative training content through on-line platforms and videos. Continuously assesses and improves training methods to address emerging challenges in the asphalt industry, different learning styles using adult learning principles, and emerging training technology.
- Participates in pavement engineering research projects and pavement forensic investigations, collaborating with clients and partners to develop solutions and products that meet industry needs. Guides the development of media to communicate research outcomes through training programs, conferences, webinars, and technical reports.

RESPONSIBILITIES

- Assists NCAT leadership to maximize the potential of the Test Track and laboratory operations. Assists in ensuring full sponsorship of Test Track sections by building relationships with DOTs and industry partners.

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 pavement engineering, including five (5) years of experience as an instructor in pavement-related courses. Experience working for a federal, state, or local highway agency in pavement materials, construction, or preservation. Experience instructing large groups and presenting technical information using adult learning methods. Experience directing both engineering and instructional programs including budgeting, directing staff, and delivering a product. Must have supervisory experience in leading both technical and support staff.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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	
Professional Engineer (PE) License	Registered Professional Engineer in Alabama.	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		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:

Ability to see information in print and/or electronically.