AUBURN
Human Resources

# NCAT Driver Trainee
Job Description

## JOB INFORMATION

| | |
|---|---|
| Job Code | NB58 |
| Job Description Title | NCAT Driver Trainee |
| Pay Grade | TR09 |
| Range Minimum | $35,320 |
| 33rd % | $40,030 |
| Range Midpoint | $42,380 |
| 67th % | $44,740 |
| Range Maximum | $49,450 |
| Exemption Status | Non-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 | 8/29/2022 |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Transportation |
| Job Function: | Fleet Management |

## JOB SUMMARY

This job is for the NCAT Driver Trainee Program. The National Center for Asphalt Technology (NCAT) Driver Trainee attends Commercial Drivers License (CDL) training courses through an agreement with Southern Union State Community College's (SUSCC) CDL program. Course components: The first six weeks of the program includes attending the Southern Union courses, riding and learning with a certified NCAT Driver every Friday, and completes an evaluation period following the awarding of the CDL.

License Required: The trainee must pass the CDL within 8 weeks following the completion of the classroom portion and the written exam.
- If the Trainee does not obtain their CDL after 4 months from the time the program started, they will separate from Auburn University's employment. Each external training program will have their own deadlines that they would either remove a student or reschedule them to a later class in extreme cases.
- Once the trainee receives the CDL, there will be a 2 week transition to direct hire to a NCAT Driver position.

## RESPONSIBILITIES

- Attends CDL training courses through Southern Union State Community College’s (SUSCC) CDL program.
- Rides and trains with a current NCAT Driver of tractor-trailer on the National Center for Asphalt Technology test track, gaining knowledge of commercial driving regulations and observing the Driver's skill in starting engine properly, approaching intersections, making turns, backing, parking, and maneuvering vehicle on the road.
- Learns how to operate a tractor-trailer on a 1.7 mile test track to support pavement research in a controlled environment and to support autonomous vehicle studies in both closed road and open road environments requiring precise maneuvers at times to safely simulate emergency reactions of automated systems.
- Gains exposure to operate a fleet vehicles to support vehicle component testing and fuel economy studies and monitors operational changes that occur while operating the vehicle and communicate these with the trucking supervisor and/or track engineer. Ensures all freightliners are properly fueled.
- Observes the NCAT Driver in operating road construction equipment, such as: smooth wheeled rollers, sheep's foot rollers, flat bed dump trucks, and front-end loaders. Learns to ensure the pavement test sections must be constructed to research-grade specifications and precision well beyond those used on public roads.
- Observes the NCAT Driver in performing data collection in the lab and on-track using industry-standard procedures to include asphalt mixture production and testing such as sample fabrication, density testing, separation of mixture components, verification of gradation and binder content, nuclear and electronic

## RESPONSIBILITIES

| | |
|---|---|
| | density testing, friction testing, sample extraction "coring", deformation "rutting" measurements, retro reflectivity, and albedo. |

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 | |
|---|---|---|---|---|---|
| High School Diploma or GED | High School Diploma or equivalent. | and | 0 years of | No experience required. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| Ability to learn of safety procedures in the operation of tractor trailers. | |
| Knowledge of operations of diesel powered tractor-trailer rigs. | |
| Ability to grasp steering wheel and operate a gear stick and floor peddle. | |
| Ability to pass a basic vehicle control and road driving test administered by NCAT. | |
| Ability to identify common vehicle components. | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| | Requires Commercial Learner's Permit (CLP). | 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 | | | | | |
| 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.