AUBURN
Human Resources

Lead NCAT Driver

Job Description

JOB INFORMATION

Job Code	NB60
Job Description Title	Lead NCAT Driver
Pay Grade	TR11
Range Minimum	$39,180
33rd %	$45,710
Range Midpoint	$48,980
67th %	$52,240
Range Maximum	$58,770
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	1/13/2022

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Fleet Management

JOB SUMMARY

Reporting to the NCAT Test Track Manager, the Lead NCAT Driver serves as the point of contact onsite for track reconstruction, track maintenance, and fleet maintenance. Directs work crews in support of these activities, as well as performs rough and precision roadbed grading and material placement directly. Directs driver duties during fleet activities and ensures the diverse variety of fleet vehicles are maintained and operational. Engages in a wide variety of vehicle service and repairs as well as facilities maintenance and repairs. Performs fabrication in support of fleet maintenance, as well as research prototypes and devices. Carries out building repairs not significant enough to require a contractor by scope or code.

RESPONSIBILITIES

- Coordinates and operates a fleet of class 13 tractor-trailers on the NCAT Test Track to damage experimental pavements in a controlled environment, and to support vehicle component testing and fuel economy studies.
- Performs preventative maintenance and repairs on research and operations fleet to include diesel tractors, heavy trailers, pick-up trucks, fork lifts, skid steers, and data collection vans. Performs fluid changes, brake service and repair, tire changes and mounting, hub service and repair, radiator repair, HVAC service and repair, cooling system repair, body work, welding, and electrical repair.
- Serves as superintendent during Track maintenance and construction activities. Operates road construction equipment, including, but not limited to, bulldozers, smooth wheeled rollers, sheep's foot rollers, flat bed dump trucks, back hoes, motor graders, and front-end loaders. Ensures necessary equipment is onsite and operational to prevent delays in reconstruction schedule.
- Operates a class 8 tractor-trailer to support autonomous vehicle studies in both closed road and open road environments. Ensures tests are performed with precise maneuvers to safely simulate emergency reactions of automated systems.
- Directs work crews as a foreman engaged in various aspects of Track construction and maintenance.
- Performs data collection in lab and on the Track using industry-standard procedures to include procedures pertaining to asphalt mixture production and testing such as sample fabrication, density testing, separation of mixture components, and verification of gradation and binder contents. Performs on-track data collection includes nuclear and electronic 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

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	
High School Diploma or GED	High School Diploma or equivalent.	and	4 years of	Experience in tractor-trailers repair and operations, heavy equipment operation, road construction, and metal fabrication.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced knowledge of safety procedures in the operation of tractor trailers.	
Advanced knowledge of operations of diesel powered tractor-trailer rigs.	
Knowledge of Class 8 and 13 trucks maintenance and other heavy construction equipment, fleet safety, fleet operations, fleet communication, data collection, Federal Motor Carrier Safety Administration regulations, and building maintenance.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Commercial Drivers License (CDL)	Upon Hire	Required	And
	Three years MVR and criminal record check	Upon Hire	Required	And
	Must be insurable and posses a Medical Examiner's Certificate check.	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					

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.