

JOB DESCRIPTION

Title: Technical Services Engineer

Reports to: Director of Technical Services

General Summary:

Support National Precast Concrete Association (NPCA) members and industry professionals by addressing technical issues, interpreting standards, and supporting the NPCA Plant Certification Program. Provide technical support, guidance, and leadership in coordinating the activities of precast concrete product-specific committees. Represent the Association and precast concrete industry at tradeshow, conferences, and presentations. Perform research and write technical articles. Provide industry assistance in developing national and international standards directly related to the manufacture and testing of precast concrete.

Duties and Responsibilities:

- Gain proficiency in industry specifications, codes, standards, and the latest reinforced precast concrete technology.
- Respond to technical inquiries from NPCA members and industry professionals.
- Provide technical support to plants enrolled in the NPCA Plant Certification Program.
- Coordinate the activities of NPCA product-specific committees as assigned, in alignment with the NPCA Strategic Plan, as well as provide administrative support to committees through documentation of meeting and conference call minutes
- Provide support to the NPCA Plant Certification Program and perform first review of plant audit reports.
- Effectively communicate the requirements and industry best practices outlined in the NPCA Quality Control Manual.
- Perform Plant Evaluations.
- Write technical articles and documents for NPCA member use, NPCA publications, and industry guidance.
- Assist in the development of technical publications using primarily outside sources with in-house review and management.
- Assist in the development of educational programs, including creating and giving presentations to industry

professionals, engineers, architects, universities, and regulators

- Represent NPCA at tradeshow and conferences, and participate on industry-wide technical committees (AASHTO, ASTM, ACI, ICC, IAPMO, etc.)
- Recommend publications for technical library and seek new and innovative technology applications.
- Up to 25 % travel can be expected.
- Other duties as assigned.

Internal / External Relationships:

Report to and work as assigned by the Director of Technical Services. Extensive contact and clear, effective communication with other staff members, committees, all NPCA members, and a variety of other industry professionals and professional agencies is necessary.

Equipment Used:

General office equipment: desktop and laptop computer equipment, telephone, cell phone, photocopy machine, projector, etc.

Places Where Work is Performed:

This work is primarily performed on the employer's premises, except for scheduled conventions, conferences, educational offerings, seminars, committee meetings, Plant Evaluations, plant visits, and other opportunities in the interest of the industry; in which case, the work is performed at the location of the event, meeting, or Plant Evaluation.

Requirements:

- Possess a BS or MS in Civil, Structural, Architectural, Construction, Environmental, or Geotechnical Engineering.
- Possess a P.E. license or register as an active EIT (Engineer-in-Training).
- Exhibit a firm grasp of civil engineering and precast concrete terms and concepts.
- Display exceptional verbal and written communication skills.
- Manage short- and long-term deliverables.
- Work effectively in group settings.
- Display excellent computer skills including proficiency in word processing, databases, and spreadsheets (Microsoft Office programs preferred).

- Exemplify strong interpersonal skills, including an ability to work in a fast-paced, team environment.
- Possess a desire and willingness to work with people who are volunteers and members of NPCA.