



North Carolina Center for Automotive Research

JOB DESCRIPTION

Job title	Site & Facilities Superintendent
Salary	\$32,500 per annum minimum, plus benefits
Department	NCCAR
Reporting to	Chief Operating Officer
Full/Part time	Full Time role
No. of staff reporting	2 initially (staff reporting may increase as NCCAR grows)
Customers	External Clients and NCCAR staff

Purpose of Job:

- Primary responsible staff member for maintaining NCCAR as a safe and efficient test and development facility
- Point of contact for all facility, site and grounds maintenance and operational issues that arise on the NCCAR campus
- Support other NCCAR staff in providing a safe and efficient service and facilities
- Maintain the NCCAR site and facilities in an excellent state of repair and appearance
- Assist in planning future site and facility enhancements and additions

Key Duties & Responsibilities:

- Ensure that NCCAR facilities are available at all mutually agreed times to support client and NCCAR staff needs.
- Maintain existing facilities and grounds at a high level of operational condition.
- Execute minor repairs, as needed, to NCCAR equipment and facilities.
- Organize and manage sub-contracted site /facility work.
- Develop operational procedures to ensure continuity of services, safety, regular maintenance and minimal down-time of services and facilities.
- Assist in establishing facilities and operational protocols for client and NCCAR staff (this may include assisting in the specifying and design of new systems/works).
- Assist clients by providing management approved services and support as requested.



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Experience Required:

- Knowledge and experience with building services and maintenance of infrastructure such as electrical, water & waste water, compressed air, HVAC, telecommunications, security systems and emergency response systems.
- Previous senior supervisory experience in maintenance of private or public facilities and complex electrical and mechanical systems.
- Experience in soliciting, reviewing and managing sub-contracted services.
- Ability to undertake repairs to building and equipment related to the maintenance of the NCCAR facility.
- Experience in budget management, reporting, procurement and forecasting particularly as related to site and facility maintenance/operational costs.
- Experience in effectively supervising and training skilled and unskilled employees in a variety of tasks, and managing associated personnel functions.
- Computer experience with good knowledge of Microsoft Office (Word, Excel, Outlook).

Experience Desired:

- Experience in vehicle related testing
- Maintenance of large site including roadways or other paved systems
- Physical plant and heavy vehicle operations (such a “cherry picker”, tractor mowers, fork-lift, back hoe etc.)
- First responder “First Aid” qualified

Qualifications Required:

- High school graduate
- Valid drivers license
- Minimum five (5) years supervisory experience in facility/site management and physical plant operations.
- Ability to perform duties in a variety of potentially adverse weather conditions; to traverse uneven terrain without assistance by others for potentially extended distances; and to lift and move up to ten (10) pounds regularly, up to twenty (20) pounds on a daily basis and heavier items occasionally.

Qualifications Desired:

- First Aid / first responder accreditation
- Current commercial drivers license
- Electrical or mechanical or building contractors license
- Associates or bachelors degree in a field of study related to the duties of the position from an accredited college or university

Normal Working Hours:

- Nominal 40 hours per week. Working period may exceed 40 hours per week. In such instances compensation will be provided in accord with NCCAR operational policies.



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Distinguishing characteristics of employment with NCCAR:

The position will be domiciled at the North Carolina Center for Automotive Research in Northampton County, North Carolina, with daily responsibilities for management of on-site activities. As such, residency in the vicinity of the Center will be desirable as no compensation will be made for commute-to-work or temporary/secondary residence. Successful applicants will be responsible for providing their own transportation to and from the duty station.

The intent of this job description is to be representative of the types of duties and responsibilities that will be required of individuals in this position and shall not be construed as a declaration of the total of the specific duties and responsibilities of the position. The employee may be directed to perform job-related tasks other than those specifically presented in this description.

How to apply:

For consideration, applicants shall submit: 1) a letter of interest containing a statement of qualifications; 2) a resume detailing relevant experience consistent with the job description; 3) a list of professional references with full contact information (at least five); and, 4) a statement of salary and other compensatory benefits requirements to:

NCCAR, Inc.
Attn. Simon Cobb, Chief Operating Officer
Post Office Box 685
Jackson, NC 27845

Incomplete applications (those not containing all of the information items required as stated above) will not be considered. NCCAR assumes no responsibility for lost or misdirected applications. Verification of delivery of applications to the final destination is the responsibility of the applicant.

ADDITIONAL INFORMATION:

The North Carolina Center for Automotive Research, Inc. (NCCAR), a 501(c) (3) non-profit corporation chartered in North Carolina, is currently constructing an independent automotive research, testing and development facility situated on a 630-acre campus in Northampton County, NC. Additional information regarding NCCAR may be found online at: <http://www.nccar.us>.

Employment with NCCAR is at will and governed by policies and procedures adopted by the corporation's board of directors, not inconsistent with state and federal law. NCCAR is an Equal Opportunity Employer.

This position will remain open until filled, and no advanced notification of closing will be posted.

March 1, 2010