

Industry & Technical Coordinator

Job Title: Industry & Technical Coordinator

Reports To: Executive Director

FLSA Status: Exempt

Prepared Date: June 2024

Salary: Starting @ (Board to determine range) DOE (recommend 75-100k)

SUMMARY:

In Support of the Washington Aggregates & Concrete Association (WACA), this position will support the association with their specific industry knowledge and any certification and training experience. This position will support the American Concrete Institute (ACI) and National Ready Mix Concrete Association (NRMCA) training programs, which follow best management practices. To support the industry, this position will be up to date on standards for education, certification, and training, as well as industry innovations. It will have a technical understanding of the concrete and aggregate industry. This position will also be a technical resource for members, affiliated associations, agencies, contractors, etc.

ESSENTIAL DUTIES & RESPONSIBILITIES :

Association Support :

- Coordinate with the Executive Director on various committee support roles, assist with membership engagement and agency discussions, etc.
- Lead the initiative-taking low carbon concrete promotion activities with key stakeholders along the concrete value chain - Architects, Engineers, Designers, Government officials, Owners & General Contractors.
- Guide our members and prospective members in their sustainability journey to provide low-carbon concrete solutions throughout the concrete value chain, from the owner or end user.
- Collaborate with the Executive Director advising government agencies, policymakers, building code officials, and various specifying bodies to adapt specifications to allow for lower-carbon concretes through performance specifications.
- Work with the Membership Services Director in coordinating certification classes, scheduling events and classes, and serving as a resource to members and association staff.
- Bring creative and initiative-taking conversations to the association to work toward solutions to industry and members' challenges.
- Collaborate with the Executive Director on a workforce development program, industry sustainability programs, technical education and advancement programs, and any education programs that will benefit the industry.
- Strive to expand the number of programs & opportunities offered.
- Attend national educational and training opportunities in support of the association.

Certification ACI & NRMCA Support :

- Manage and coordinate ACI & NRMCA certification programs & policies through WACA / WA-ACI and ACI & NRMCA Intl.
- Provide coordination with NRMCA on Previous Certification sessions, per NRMCA program policies.
- Provide additional direct assistance for performance evaluations, review paperwork for accuracy and completeness, and facilitate evaluation submittals to improve certification completion rates and strive to improve program performance.
- Assist with or serve as liaison to existing volunteer PEs and communicate program needs to the Executive Director and Membership Services Director.

- Collaborate with the Executive Director on the program budget.
- Work with the Membership Services Director on all training scheduling & materials ordering.
- Coordinate session details, locations, and examiners with the Membership Services Director.
- Prepare reports to the Executive Director.
- Ensure all standards and criteria for program renewal, retention, and efficacy are met.
- Assist in researching and preparing program and operational strategies and implementation plans.

Member Relations :

- Assist with the WACA Industry & Sustainability committee and serve as staff liaison to the Executive Director for these committees and others as needed.
- Participate in and assist with any ACI, WA-ACI, or WA-ACI student chapter meetings, committees, or Association events as needed or directed.
- Attend Board Meetings & national conventions as directed/requested.

Performance Metrics :

- Demonstrate an increase in successful certifications and an increase in program attendance.
- Be available as a technical resource for membership.
- Be available to assist in troubleshooting industry issues and challenges.
- Actively engage with members, affiliated associations, agencies, etc.
- Assist with and be present for event setup, planning, and coordination.

ADDITIONAL ESSENTIALS

- Keep abreast of concrete & aggregate innovations, methods, and standards, including EPDs.
- Function as a resource regarding processes and industry problems/challenges seeking resolutions.
- Communicate industry standards, technologies, & changing quality control specifications to members.
- Trains others: May lead the work of professional and technical employees.
- Work requires contact with contractors.
- Ability to read and interpret applicable plans, schematics, blueprints, and maps.

QUALIFICATIONS

Required Qualifications:

- Experience in technical, sales, marketing, and customer service skills is required.
- BS Engineering or related technical degree – willing to consider an equivalent technical position with concrete and construction experience.
- Excellent skills in collecting and organizing data, project management, and drafting technical reports.

Preferred Qualifications:

- 2-3 years of Sustainability experience – Concrete and Aggregate Experience.
- Experience in cement, aggregate, or ready mixed concrete industry.
- Licensed Professional Engineer **or willing to achieve the following certifications (per ACI & NRMCA requirements within one year of hire)**

- Concrete Field-Testing Technician Grade-1
- Aggregate Base Testing Technician
- Aggregate Testing Technician Level-1
- Concrete Flatwork Finisher:

Concrete Flatwork Associate, Finisher, and Advanced Finisher

- Post-Installed Concrete Anchor Installation Inspector and Installer
 - Self-Consolidating Concrete Construction
 - NRMCA Pervious Concrete Certification
 - Other certifications as needed/directed.
- Be current on all applicable WSDOT inspection methods, procedures, and techniques.

TRAITS

- Display a professional and courteous attitude to co-workers, supervisors, and the general public at all times.
- Willingness to work in a team environment and assist co-workers or supervisors with other duties as required.
- Ability to be self-directed, with minimal supervision, while managing multiple projects.
- Effective communication and presentation skills
- Possesses initiative, perseverance, patience, and a strong work ethic.
- Upbeat, friendly, warm, respectful, honest, candid, and communicative personality.
- Strong organizational skills.
- Is punctual and keeps all meeting commitments by being prepared and on time.

LANGUAGE SKILLS

- Excellent presentation and public speaking skills.
- Superior authoring, creative, and communicative skills.

COMPUTER SKILLS

- Advanced working knowledge of various computer software programs.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee may need to crawl, kneel, bend, and reach with hands and arms above their shoulders. The employee must occasionally lift and move anywhere up to 50 lbs.
- Individuals must adhere to safety requirements and wear personal protective equipment (PPE) in designated operations and production areas as stated by OSHA and MSHA. Protective equipment suggested for this position is a hard hat, class 3 Hi-Vis safety vest, safety glasses/goggles, safety (hard toe) shoes, and coveralls.
- Must maintain compliance with all OSHA and MSHA regulations.

ABILITY TO TRAVEL AS NEEDED TO FACILITATE STATEWIDE TRAINING HYBRID/REMOTE POSITION

BENEFITS & COMPENSATION

- Salary commensurate with your experience and skill set.
- Medical benefits, vision, and dental reimbursement as applicable.
- Option to participate in a SIMPLE IRA/Retirement program.
- Paid vacation, paid sick days, and flexible scheduling options per Company policy.
- Membership in various affiliations to facilitate professional development support.
- Working with an excellent statewide network of construction industry leaders.
- Opportunities to expand your professional experience and network within our industry.
- Vehicle Stipend per Company Policy.