



Your Pavement Preservation Resource® since 1972

POSITION DESCRIPTION

DIRECTOR OF TECHNICAL SERVICES

SUMMARY

The International Grooving & Grinding Association's (IGGA) mission is to serve as the leading technical and promotional resource for the development, acceptance and proper use of diamond saw-cut (pavement) surface textures and concrete pavement preservation, with the objective of increasing the use of these treatments worldwide.

The Director of Technical Services is responsible for achieving the Association's goals through the development and implementation of educational and promotional initiatives while providing technical resources and engineering guidance to contracting agencies, consultants and industry partners when needed. Additional responsibilities include the development of technical literature, media articles and promotional tools as required to meet the needs of the marketplace. This position requires an engineering background, social media savvy with strong communications skills and time in the field.

DUTIES

This position will cover all pavement market sectors including highways, bridges, airports and local roads addressing the needs on both concrete and asphalt pavement. Specific duties include the following:

- Identify and meet with key decision makers within FHWA, state DOTs, airport authorities, etc. and develop relationships that can aid the industry in market growth.
- Seek out and capitalize on educational, marketing, and promotional opportunities with partners abroad to leverage resources and increase the collective industry footprint.
- Respond to agency and stakeholders' technical problems and questions in a timely manner.
- Work closely with IGGA members and staff, ACPA Chapter/State Paving Associations and other industry partners to solve problems and promote industry services.
- Coordinate web page development, enhancement and maintenance with administrative staff to ensure that timely, useful and compelling information is posted regularly.
- Manage development, distribution, and maintenance of print and electronic media including, but not limited to, fact-sheets, technical bulletins, social media channels, newsletters and e-blast communication.
- Provide informational presentations at industry related workshops, seminars and digital events.
- Attend and participate at appropriate national/regional meetings, technical panels, working groups and committees to represent the industry's interests.

EXPERIENCE / SKILL REQUIREMENTS / ATTRIBUTES

The Director of Technical Services should be a highly motivated engineer who works well both individually and as part of a team. This individual should also possess the creativity, skills, experience and perseverance necessary to fill the role as described above and must possess the following attributes:

- An undergraduate degree in Civil Engineering at a minimum.
- Pavement design, construction or maintenance related experience.
- Willingness to sustain significant vehicular and air travel, managing time carefully to provide equitable service to coworkers, members and customers.
- First-rate and demonstrable written and verbal communications skills.
- A solid understanding of computers and common business software along with the ability (or strong desire to learn) to manage and direct website maintenance and operations.

WORK CONDITIONS

This position will require:

- Intermediate travel, including the ability to attend evening meetings and events away from home for days at a time.
- Developing a home office with adequate phone and internet connectivity.
- The ability and dexterity to operate a computer keyboard, mouse and to handle other office equipment.
- Public speaking skills with clarity and confidence.
- The ability to endure extended periods of sitting while on airline flights and attending meetings.
- Managing, motivating and running committees.

MANAGEMENT RESPONSIBILITIES

This position requires no staff management function at this time but oversight of IGGA communications consultants will be expected in the future.

REPORTING RELATIONSHIP

The Director of Technical Services reports to the Executive Director, who in turn provides oversight and direction in terms of setting and meeting overall objectives, performance of duties and compliance with prescribed IGGA policies and workplace procedures.

This is a full-time, exempt position. Salary and benefits are commensurate with experience.

For more information, please contact IGGA Executive Director John Roberts at 518-731-7450. To apply please send your resume along with three professional references to jroberts@igga.net.