

JOB DESCRIPTION

LECTURER AND FIELD MANAGER

Salaried, Contract, or Part-Time/Temporary Position

12 to 26 weeks per year

JOB DUTIES

TRANSPORTATION

- Maintain required DOT records and documentation.
- Assist/enforce hourly employees in record maintenance and compliance to DOT requirements.
- Ability to drive long distances without substance use which impairs driving.

PHYSICAL REQUIREMENTS

- Ability to lift 75 pounds and carry 50 pounds routinely.
- Ability to climb a ladder.
- Ability to climb up to 4 feet without a ladder.
- Ability to manipulate a full 5-gallon fuel tank.
- Ability to change and repair a tire.
- Ability to work up to 14 hours per day at times, rarely required.

SAFETY

- A good mental presence and understanding of job duties and safety issues while on duty.
- Ability to operate dangerous equipment in a safe manner.
- Ability to utilize safety equipment.

INDUSTRY KNOWLEDGE AND TEACHING SKILLS

- In-depth knowledge of visible emissions Method 9, 22, 203 A, 203B, 203C and state-specific methods and requirements.
- Ability to successfully perform visible emissions observations (VEO) and complete related documentation.
- Ability to lecture effectively to teach students Methods' requirements, concepts, and the skills to successfully perform and master VEOs and required documentation.

SMOKE SCHOOL MANAGEMENT

- Report on field activity weekly.
- Report on any operational difficulties same business day.
- Interface with clients during smoke schools to determine their opacity needs. Provide feedback to management to help improve operations and customer satisfaction.
- Develop operational solutions by creating alternative workflow solutions.
- Define operational problems by conferring with employees and evaluating processes.
- Identify short- and long-term issues CAA marketing should address.
- Provide information pertinent to legal deliberations and recommend courses of action.
- Complete all duties as assigned by manager.

COMMUNICATION AND PROMOTIONAL SKILLS

- Ability to clearly communicate and interact with clients, co-workers, and management.
- Close interaction with clients and students on-site during field and lecture training.
- Maintain ongoing relationships and communications with customers including leveraging client presence at conventions, annual meetings, trade associations, and seminars.
- Ability to sell in a consultative manner; provide clients with fulfillment of requirements at a profitable price for the company.
- Act in an advisory manner for senior management and CEO.
- Act in an emissary role with all field-related employees during travel and training programs.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Requirements:

- Clean driving record and the ability to travel throughout the U.S.
- Ability to meet DOT requirements with respect to being medically fit to drive.
- Ability to maintain DOT records.
- Light mechanical and electrical skills.

Prefer BS degree in marketing or science. This position requires some college education.

PREFERRED SKILLS

- Working knowledge of MS Word, Excel.
- Ability to learn custom online administrative and customer contact program.
- Ability to interact with social media, cell phone, computer technology and email.