

WEST VIRGINIA UNIVERSITY RESEARCH CORPORATION
POSITION DESCRIPTION

Working Title	Alternative Fuel Vehicles Instructor
Department	National Alternative Fuels Training Consortium (NAFTC)
Position Location	Morgantown/Monongalia
Position Terms	Full-time (40 hpw), benefit eligible

Purpose

This position is the national instructor for the NAFTC training conducted at the National Alternative Fuels Training Laboratory, and will be the primary contact for alternative fuel and advanced technology vehicle technical information.

Serves as the automotive trainer and training management knowledge resource for alternative fuel (AFV)/advanced technology vehicles. Provides AFV technical expertise for a network of automotive trainers. Independently uses professional concepts and techniques, as well as organizational policies to solve a wide range of moderate to complex problems in imaginative and practical ways. Depth skills, knowledge, and interpretive abilities, as well as some creativity, are required to successfully perform duties. Work effort often addresses non-routine matters within established protocol, guidelines, and/or policies. Work effort has significant impact on client services and operations, producing moderate to major organizational, legal and financial results and/or liabilities. Position duties require oversight of projects.

Duties & Responsibilities

Responsibilities are functional in nature, and performed under limited supervision. Specific tasks include, but are not limited to:

- 1) Coordinates and conducts the NAFTC's alternative fuel vehicle and advanced technology vehicle training classes and workshops through beta-testing, refinement and full implementation stages.
- 2) Conducts train-the-trainer classes for NAFTC National Training Centers (NTC) instructors and others to prepare them for conducting training at their training institutions.
- 3) Conducts technician training for the regional area of the NAFTC Headquarters and other technicians who cannot attend training at an NTC location.
- 4) Conducts training for public audiences, vehicle fleet operators and others interested in AFVs.
- 5) Assists program participants and NTC instructors in implementing training curricula. This includes assisting in the conduct of Instructor Updates on a periodic basis.
- 6) Provides technical expertise in the development of curriculum for the NAFTC.
- 7) Provides technical assistance to NTC instructors, federal and state governmental agencies, AFV industry personnel and others in AFV maintenance and technician training.
- 8) Provides liaison with original equipment manufacturers, aftermarket manufacturers, industry associations, technology groups and other agencies to maintain currency in the AFV industry.
- 9) Assists in maintaining information on the NAFTC technical website.
- 10) Contributes and reviews articles for inclusion in NAFTC newsletters on technical aspects of AFV training.
- 11) Attends and/or assists with exhibiting, preparing papers and presentations for conferences or trade shows.
- 12) Manages and maintains the effective utilization of the program's National Alternative Fuels Training Laboratory (NAFTL) with adherence to all OSHA and University policies regarding rented property and equipment.

- 13) Operates and maintains an LD chassis dynamometer, hydraulic lift(s), several advanced engine diagnostic analyzers, and other automotive diagnostic equipment.
- 14) Provides oversight of an automotive training shop, training vehicles, forklift truck, demonstration labs and classroom facilities.
- 15) Maintains and utilizes biodiesel processor, natural gas refueling stations and other items for use in training activities. Maintains certifications of the facility and training program as required (NATEF, CASE etc.).
- 16) Conducts research into potential funding opportunities for the NAFTC to conduct training for the AFV industry.
- 17) Develops proposal documents and budgets for potential funding opportunities.

Supervisory/Lead Role

This position reports to the Assistant Director - Training & Curriculum Development. Normally receives no instructions on routine work, general instructions on new assignments. Determines methods and procedures on new assignments. General sharing of knowledge and team participation is expected in the role. Program, project or activity lead and work coordination responsibilities will be assigned in this position. Guidance or supervision of others may be required.

Physical Demands

Work is physically comfortable. Employee will be required to travel nationally on a frequent basis, and possibly internationally. It will be necessary for the incumbent to be able to lift/carry up to 50 lbs., and occasionally reach to high or low places in order to lift equipment. Walking, standing and filing are required, and the ability to stand for long periods of time in a classroom and shop/lab environment. Activities require manual skill to provide and/or alter services and/or products.

Work Environment

Work will normally be conducted in a classroom/shop/laboratory/office environment equally. Work around automotive shop equipment, including hydraulic lifts, dynamometers and other automotive machinery will be required. Travel is required nationwide, as well as potential international travel.

Requisite Qualifications

Education and/or Experience

- 1) A bachelor's degree in engineering or technology field;
- 2) 4 years experience in automotive alternative fuel technologies;
and
- 3) 2 years experience training automotive technicians;
or
- 1) equivalent combination of education and experience.

Certifications, Licenses, Registrations:

- 1) Valid driver's license

The following licenses must be obtained within the first six months of employment:

- 2) Master Automotive Certified (ASE A1 through A8)
- 3) ASE L1 - Advanced Engine Performance Specialist Test
- 4) ASE F1 - Light Vehicles-Compressed Natural Gas

Skills, Knowledge Abilities

- 1) Highly skilled in the management and maintenance of an automotive training facility.
- 2) Highly skilled in conducting AFV training to multiple audiences, including pre-service technicians, in-service technicians, automotive trainers and the general public.
- 3) Skilled at MS PowerPoint, Excel and Word and making edits to web site content.
- 4) Demonstrated public speaking skills to conduct presentations to fleet managers, vocational/community college instructors, technicians and others attending training.
- 5) Demonstrated knowledge of AFVs and advanced technology vehicles is required.
- 6) Demonstrated knowledge of adult education curriculum and training development, instructional design and transfer of learning techniques.
- 7) Working knowledge of biodiesel processors, natural gas refueling stations, etc., and effective maintenance procedures.
- 8) Working knowledge of policies of OSHA and other related entities.
- 9) Ability to communicate effectively both orally and in writing.
- 10) Ability to operate a personal computer utilizing word processing, databases; spreadsheets, e-mail, and network software.
- 11) Ability to research and collect complex information through literature searches and personal interviews.
- 12) Demonstrated ability to work in a team environment and provide effective communication with the team.
- 13) Ability to write articles for newsletters.
- 14) Maintains skills in, or knowledge of, professional principles, legal and/or reporting requirements affecting area of responsibility.
- 15) Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- 16) Ability to write routine reports and correspondence.
- 17) Demonstrated ability to speak effectively before groups of customers or employees of the organization.
- 18) Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Behavioral Competencies

- 1) Technical skills – Strives to continuously build knowledge and skills; pursues training and development opportunities; assess strengths, weaknesses, and shares expertise with others.
- 2) Problem solving – Gathers and analyzes information, identifies problems, develops alternatives, uses reason even when dealing with emotional topics and works well in groups and resolves matters timely.
- 3) Internal & External Customer Service – Manages difficult or emotional matters with objectivity and openness; responds promptly to needs and requests for service and assistance; meets commitments and dates, notifies others if change occurs; provides, solicits and applies feedback; and builds goodwill through balanced contributions, positive approach, respect and support of others.
- 4) Communications – Demonstrates group presentation skills, participates in meetings, listens and gets clarification, is responsive and speaks clearly and persuasively in positive and negative situations. Writes and edits clearly and informatively, varies style to meet needs, presents numerical data effectively, and able to read and interpret written information.

- 5) Organizational Support – Aligns work and develops strategies to meet organizational goals; seeks to improve and promote quality; demonstrates accuracy and thoroughness; and upholds organizational expectations and values.
- 6) Self Management – Responds to management direction; resourcefully adapts to changes in work environment and circumstances; responds well under pressure and manages competing demands; takes calculated risks, asks for and offers help when needed; exercise discretion and sound judgment; is tactful and responsible for own actions.