

**ASPHALT INSTITUTE, INC.
JOB DESCRIPTION**

JOB TITLE: Asphalt Institute: Vice President (VP) of Engineering

SUPERVISOR'S TITLE: President, Asphalt Institute

FLSA STATUS: Exempt

LOCATION: Asphalt Institute Headquarters, Lexington, KY.

GENERAL SUMMARY

The Asphalt Institute is a 501(c)6 non-profit international trade association with headquarters in Lexington, KY. The VP of Engineering is responsible for the management and coordination of all aspects of the organization's civil engineering functions. Major activities include hiring, coaching, and directing the Institute's regional engineer (RE) team located across the US and Canada. With direct assistance from the Director of Engineering and Training, responsible for the extensive technical educational programs offered by the RE team. Works closely with Asphalt Institute's VP of Research and Lab Services to lead the technical arm of Asphalt Institute. This includes collaboration of staff and members in establishing technical positions and priorities of the Asphalt Institute and communicating those to the broader industry. Works with Asphalt Institute's Marketing and Membership team to plan and oversee the writing of magazine articles by the REs as well as new and updated technical publications. Leads the technical representation of AI with the Asphalt Pavement Alliance (APA). Serves as the Institute's civil engineering lead with many outside organizations and committees. Works closely with the five other VPs of the Institute, along with the Executive Director of the Asphalt Institute Foundation (AIF). Reports directly to the President of Asphalt Institute, who is also located in Lexington, KY.

ESSENTIAL JOB FUNCTIONS

1. Leads the Asphalt Institute Engineering Department (Department), currently consisting of 8 licensed professional engineers (not including the VP) located across the U.S. and Canada. Each Regional Engineer covers regions consisting of 6-13 states, with the Canadian Engineer covering all of Canada. Directly assisted by the Director of Engineering and Training, primarily responsible for training coordination, scheduling and logistics.
2. Develops and implements a strategic vision for the Department that aligns Asphalt Institute's technical resources with member needs, emerging industry issues, agency priorities, research implementation, and the long-term performance of asphalt materials and pavements.
3. Responsible for all aspects and management of the Department's budget. Ensures budget goals are met and adjusts as needed. This includes meeting or exceeding an annual revenue goal of the engineering department, obtained through technical education, implementation and research efforts.
4. Responsible for the RE team to collectively meet department goals. Sets the leadership tone for the department, focusing on quality results, responsiveness to members and industry partners and agencies while building a respectful, supportive, and cohesive engineering team.
5. Works closely with the Director of Engineering and Training to set goals and manage Asphalt Institute's engineering-based educational programs. Ensures the Department delivers measurable

value to Asphalt Institute members through education, technical assistance, specification support, publications, agency engagement, and timely response to emerging technical and market issues.

6. Recruits, develops, evaluates and retains engineering staff; supports professional growth, succession planning, consistent performance expectations, and effective collaboration across a geographically distributed team.
7. Works with Asphalt Institute's research and laboratory staff to identify research needs, translate research findings into practical guidance, and support implementation through training, technical documents, specifications, presentations, and member communications.
8. Oversees the development and technical accuracy of engineering-related Asphalt Institute publications, guidance documents, training materials, webinars, presentations, magazine articles and other member-facing technical resources.
9. Directly supports both the Institute's Technical Advisory Committee and the Affiliate Committee as a staff liaison. Serves a similar staff support role for the AIF's Research Committee and the AIF's Education Committee. Provides oversight and support to the Canadian membership through the work of the Canadian Committee and Asphalt Institute's Senior Canadian and Research Engineer.
10. Leads Asphalt Institute's technical representation and leadership on key industry committees – particularly as they relate to asphalt binders and specifications. Participates in related professional industry organizations such as Transportation Research Board (TRB), the Association of Asphalt Paving Technologists (AAPT), the Consortium for Asphalt Pavement Research and Implementation (CAPRI), among others. Promotes departmental efforts to initiate and maintain alliances by working together with State Asphalt Paving Associations (SAPAs), National Asphalt Pavement Association (NAPA), APA and others.
11. Supports AI's membership and agencies with technical assistance to promote quality and long-term performance of asphalt pavement and responsible use of asphalt binders. Reviews and updates Asphalt Institute's training materials and programs to reflect current industry practices and use of modern training tools and techniques for effective learning. Manages the maintenance of the Institute's binder and emulsion specifications databases.
12. Communicates regularly with Asphalt Institute Members regarding information on binder-related issues and when appropriate, engages Asphalt Institute's members for collective solutions. Works to resolve any concerns from Asphalt Institute members and solicits feedback regarding engineering staff effectiveness.
13. Represents the Asphalt Institute with credibility, judgement, neutrality, and professionalism in technical discussions involving members, agencies, researchers, partner associations, and other stakeholders.

The intent of this job description is to provide a representative summary of the major duties and responsibilities of this position. Position may be requested to perform job-related tasks other than those specifically presented in this description.

SUPERVISORY RESPONSIBILITIES

The VP of Engineering is directly responsible for the supervision of the Director of Engineering and Training and three other REs per the Department's organizational structure. Collaborates regularly with other staff VPs and their teams in supporting Institute goals and policies.

KNOWLEDGE AND ABILITIES

Minimum requirements are a master's degree in Civil Engineering or closely related field. Professional Engineer (PE) registration required. Proven professional with thorough knowledge of technical aspects of asphalt, including asphalt paving material composition, mix design and construction practices, laboratory tests and equipment, pavement behavior, thickness design and evaluation. Understands the asphalt industry and the interaction between its many agencies, associations, groups and companies. Demonstrated leader who can quickly build and maintain credibility and trust within the Asphalt Institute, its industry partners and with user-agencies. Demonstrated strategic thinking and analytical skills; success in working within multi-disciplined organizations and teams with complex issues and concerns are a must. Exceptional written and oral communication skills are a must. Exceptional coordination and diplomacy skills are required. Proficient computer skills are required.

EXPERIENCE

Minimums of fifteen (15) years of engineering experience with emphasis in asphalt material technology and application. Experience in asphalt binder and mixture testing, pavement evaluation, mixture design, pavement construction, specifications, and quality assurance are all a strong plus. Minimum of eight (8) years supervisory experience in an engineering field.

OTHER REQUIREMENTS AND CONDITIONS

Position has no unusual physical demands; however, it does require 30% commercial airline and automobile travel principally within the U.S. and Canada. Occasional international travel outside of North America is required. A valid US driver's license and Passport are required to maintain the position.

An office is provided for the position in Lexington, Kentucky.