



POST-TENSIONING INSTITUTE

Strength in Concrete

JOB DESCRIPTION

REVISION DATE: September 1, 2021

JOB TITLE: PTI Engineer

POSITION SUMMARY:

The PTI Engineer will work with and report to the Director of Technical, Education & Promotion Programs in the implementation of those PTI programs. The PTI Engineer is responsible for providing overall technical, educational, and promotional input and support within and outside the Institute and/or developing products with the assistance of subject matter experts.

JOB FUNCTIONS:

Activities may include but are not limited to:

- Develop PTI's products such as articles, documents, e-learning courses, webinars, presentations, educational materials, and exam questions based on PTI's technical information and publications
- Gather information and develop descriptions of seminars, sessions, or courses submitted for continuing education credit approval by other organizations
- Manage the review and revision processes for assigned PTI products and services
- Review and edit articles, documents, and journal papers for technical quality
- Assist with contacting engineers, architects, researchers, and others to solicit paper and article submissions for the PTI *JOURNAL*
- Review products after final layout
- Provide direct support to assigned committees as a PTI Staff Liaison. This support can include but is not limited to coordination with committee Chairs to facilitate in-person and web-based meetings, development and maintenance of meeting agendas and minutes, management of the balloting process for ballots associated with committee work, coordinating the work of committee task groups and processing committee roster/membership changes over time.
- Liaison with outside organizations
- Identify opportunities to provide PTI resources and deliver PTI sponsored presentations to students and educators studying Civil/Structural Engineering, Architecture, and Construction Management
- Identify opportunities to provide PTI resources and deliver PTI sponsored presentations to engineering, architectural, contractor/construction manager, owner & developer firms, and industry associations
- Work with staff and members to encourage engineers, architects, academics, and students to join PTI as professional members
- Support adoption of PTI standards, guides, specifications, and certification programs by national and international groups
- Answer technical questions
- Write technical articles promoting the merits of post-tensioning and its use on projects
- Assist with development of technical content for the PTI website
- Assist with review and development of PTI's marketing materials
- Present on topics related to post-tensioning design, construction, and materials
- Instruction of PTI's Field Personnel Certification workshops on an as needed basis
- Miscellaneous projects or assignments as needed

SUPERVISORY RESPONSIBILITY:

This position does not supervise others but may direct or coordinate the activities of people and/or projects.

MINIMUM JOB REQUIREMENTS:**Education:**

- Bachelor's Degree in Civil Engineering, Structural Engineering, Mechanical Engineering, Materials Engineering, Materials Science, or related field

Experience:

- 5 years practical experience in concrete design, construction, repair, materials, research, or testing.
- Experience with prestressed concrete is desirable
- Experience with Trade construction industry Associations or Technical Institutes as staff or active member

Technical Ability:

- Working knowledge of MS Office Suite
- Ability to operate standard office equipment such as telephone, computer, photocopier, and scanner
- Proficiency in software related to area of expertise
- Proficiency in engineering mathematics and dimensional analysis
- Capacity to learn and utilize new computer programs and systems

Certifications/Licenses:

- Registered Professional Engineer (P.E.) designation desired

Other Training:

- On-the-job training will be provided. In addition, the individual in this position may be required to attend training courses, either internal or external, from time to time to enhance their professional growth and development.

ADDITIONAL ATTRIBUTES:

- Can effectively apply knowledge of job and company policies and procedures to complete a variety of assignments
- Able to prioritize, handle multiple tasks, and meet deadlines
- Flexibility and willingness to take on new projects and tasks, as necessary
- Ability to clearly communicate complicated subjects to an audience with a wide range of ability
- Capable of critically evaluating content and layout of materials
- Ability and desire to independently research
- Strong analytical skills
- Ability to work independently and as part of a team
- Foreign language skills may be beneficial

Note: The individual's Attributes Matrix indicates the degree of competency they have regarding various attributes. The Matrix will define that individual's level within the Engineer job family. The matrix results, in conjunction with the nature of the position, will determine the status (non-exempt/exempt) of an individual.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

- This job operates in an office setting. Although largely a sedentary role which requires seeing, talking, and hearing, it will occasionally require standing, walking, lifting, carrying, reaching, and handling.
- This position may require working overtime, including weekends.

- An individual in this position will be required to attend conventions, trade shows, off-site meetings, industry conferences, training events, or other business-related events which could involve multi-day or multi-week overnight travel.

This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. The employee in this job may be assigned to perform other duties as required by business needs, at any time, with or without notice.