

## Request for Applications: NTEP Specialist



The National Council on Weights and Measures, Inc. (NCWM) is requesting applications from qualified candidates for the position of NTEP Specialist. This position reports to the Executive Director. A detailed description is provided below.

To apply, please submit a cover letter and resume electronically to the Executive Director at [don.onwiler@ncwm.com](mailto:don.onwiler@ncwm.com) **no later than August 31.**

Applicants should be aware that this position will require significant travel to attend NCWM and NTEP Meetings, perform NTEP evaluations, and eventually to conduct VCAP audits. See below for salary range and benefits. Salary and headquarters will be negotiable and based upon qualifications of the applicant.

### Duties:

- NTEP Evaluator
  - Receive lab assignments from NTEP Administrator
  - Schedule evaluations with applicants
  - Travel as necessary to complete assignments in expedient manner
  - Perform evaluations as prescribed in NCWM Publication 14
  - Document evaluations and data
  - Communicate processes and deficiencies with applicants
  - Submit regular reports of status of evaluations to NCWM
  - Draft Certificates of Conformance
  - Assist in certificate reviews
  - Submit evaluation reports including all findings and data to NCWM
- Attend NCWM meetings and NTEP meetings
- Serve as a technical advisor to some of the NTEP Sectors
  - Assist in preparation of agendas
  - Assist in drafting meeting reports
  - Facilitate sector ballots
- Potentially serve as a Technical Advisor to the Specifications and Tolerances Committee
- Develop NCWM Publication 14 with Project Coordinator
- Perform Verified Conformity Assessment Program (VCAP) audits at manufacturing facilities (reports to be reviewed by the NTEP Administrator)
- Communicate with certificate holders and VCAP auditors regarding the process and results of VCAP audits
- Maintain and submit time reports to NCWM
- Maintain and submit requests for reimbursement of expenses and time to the Executive Director as prescribed in NCWM policies

**Desired Qualifications:**

- Bachelor of Science degree in engineering, physical science, or other appropriate field (experience in a weights and measures-related field may substitute for degree)
- Basic metrology training
- Knowledge of quality management systems
- Working knowledge in Microsoft Office products
- Experience in type evaluation of weighing devices including:
  - Weighing/load-receiving elements
  - Indicating elements
  - Price computing scales
  - Non-computing scales
  - Electronic cash registers interfaced with scales
  - Point of Sale Scale
  - Point of sale systems for scales
  - Scale System Controller
  - Weigh-In / Weigh-Out Systems
  - Measuring Devices

**Competencies:**

- Time management, planning, organizing skills
- Business communication skills; written and oral
- Technical writing and verbal communication skills
- Computer skills, including keyboarding, MS Word, Excel, Outlook
- Systemic thinking, professional judgment, analytical ability, conceptualizing
- Teamwork
- Honesty, integrity, drive, optimism, and enthusiasm
- Knowledge of the U.S. weights and measures system
- Working knowledge of NIST Handbook 44 and NCWM Publication 14
- Composure in difficult situations

**Salary and Benefits:**

- Salary Range: \$68,500 - \$99,000 based on qualifications
- Vacation
- Holidays
- Monthly Medical Stipend
- Vision, Dental and Life Insurance
- Retirement Plan