



Job Description: Willow Park Lead Instructor

Reports to: HMAC Technical Director

POSITION SUMMARY

The Willow Park Lead Instructor will oversee the daily operations of the Willow Park location. This position includes delivering high-quality instruction, providing hands-on training, and preparing students for materials testing and roadway inspection.

ESSENTIAL FUNCTIONS

- **Training & Certification:** Obtain qualification as a TxDOT-certified instructor. Conduct training and certification classes at various locations, including on-site, off-site, and virtual.
- **Class Preparation:** Ensure the facility and all required materials are processed and prepared for the training and certification classes.
- **Facility Management:** Manage and maintain the cleanliness of the center's facilities, ensuring all lab equipment is well-maintained, and the environment meets safety and cleanliness standards.
- **Industry Engagement:** Build and maintain relationships with industry partners and clients. They will represent the center in technical forums, conferences, and industry events, promoting the HMAC's mission and technical expertise.
- **Travel:** Periodic travel may be necessary to support training and certification programs.
- **Additional Task:** Perform any tasks assigned by the HMAC Technical Director.

MINIMUM JOB REQUIREMENTS

- Minimum of 5 years in a relevant field with technical expertise in inspection and testing.
- Effective communication and interpersonal skills.
- Excellent problem-solving and analytical skills.
- Ability to work independently and manage tasks effectively.
- Must be able to lift, carry, and move items weighing up to 50 pounds.
- Uphold HMAC's mission and values of education, innovation, empowerment, and service.
- Proficiency in Microsoft Office, Google Suite, and Zoom.
- Licenses: Current and valid driver's license.
- Work on-site at the Willow Park facility Monday–Friday.
- Address: 132 El Chico Trail | Willow Park, TX 76087