



The National Concrete Burial Vault Association (NCBVA) is hiring concrete specialist(s) to perform burial vault manufacturing plant certifications for its members. Currently, there are 25-40 plants per region (4 regions – northeast, south, central, west) with certification renewals occurring on a 5-year cycle per plant. The number may increase or decrease in any given year. The plant certification process generally takes 1 business day to complete per plant and is valid for 5 years. The candidate(s) should possess:

Industry Knowledge and Skills

- good knowledge of the burial vault and concrete manufacturing industry, chemical additives, and the latest industry technology
- general understanding of manufacturing safety procedures and overall workplace safety

Communication and Organizational Skills

- ability to submit pre- and post-visit inspection data electronically
- manage electronic forms and paperwork for certifications
- send invoices electronically
- easily communicate by email and text
- ability to respectively communicate with all levels of company personnel
- ability to coordinate site visits and schedules with plant personnel

Physical and Transportation Requirements

- good physical health with the ability to lift 60 pounds
- a valid driver's license and vehicle
- ability to drive him/herself to plants
- be able to transport a "crusher" for testing (can likely fit in large SUV or can be hauled via a trailer)
- proof of car insurance

The candidates(s) will be hired as an independent contractor(s) for the NCBVA and will be paid \$1125 per completed certification. The concrete specialist is responsible for travel expenses including gas, hotel, food, etc. Special consideration will be given to inspections that extend into other regions.

NCBVA general expectations include professional attire and language, no smoking or drinking while in contact with clients, and punctuality. The candidate shall sign a non-disclosure agreement prior to being contracted by NCBVA.

Please submit resume and qualifications to info@ncbva.org.