



COOLING TECHNOLOGY INSTITUTE

PO Box 73383, Houston, TX 77273 / 2611 FM 1960 Rd., W, Ste A-101 / Houston, TX 77068
Phone: 281.583.4087 / Fax: 281.537.1721 / email: vmanser@cti.org / <http://www.cti.org>

October 7, 2011

RE: CTI Certification Administrator Position

The CTI Board of Directors and Executive Committees have been active in expanding the organization to offer added membership benefits and elevating CTI to a higher level of recognition in the Cooling Technologies Industry. A Business Plan developed by the Thermal Certification Continuance Committee was approved by the Board of Directors at the Summer Workshop meeting in July. This plan included the addition of a new CTI technical employee that would be responsible for eventually managing both the thermal and component certification programs that CTI will assume responsibility in the very near future. This technical employee will also assist the three technical standing committees in their development and maintenance of the CTI codes and standards by monitoring the approval, ad hoc review process and submittal to the board for final approval.

To accelerate this Business Plan, a Certification Implementation Committee has been formed. This committee is charged with the responsibility of executing the new CTI business endeavor under the final direction of the CTI Board of Directors. The first item of business is to begin the search, evaluation and recruitment of the new technical employee to add to the CTI staff in Houston. Included with this letter are the Job Description and Employment Application. For those qualified and interested in applying for this position please complete the Employment Application and submit to Trevor Hegg (thegg@evapco.com) or Virginia Manser (vmanser@cti.org).

Respectfully Submitted,

Trevor Hegg
Chair, Certification Implementation Committee



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Job Title:	Certification Program Administrator		
Desired Start Date:	Immediate	Travel Required:	Yes – Domestic and International
Location:	Houston, TX	Position Type:	Full Time
Contact:	Virginia (Vicky) Manser, Trevor Hegg	Level/Salary Range:	TBD
Will Train Applicant(s):	Yes	Date posted:	February 15, 2012
Internal posting URL:	www.cti.org		
Applications Accepted By:			
E-mail: Trevor Hegg – thegg@evapco.com Virginia (Vicki) Manser – vmanser@cti.org Subject Line: CTI Certification Program Administrator Applicant		Mail: Virginia Manser 2611 FM 1960 West, Suite A-101 PO Box 73383 Houston, TX 77273	
Job Description			
Major Responsibilities:			
<ul style="list-style-type: none"> • Administer Thermal Certification Program: <ul style="list-style-type: none"> ○ Extensive training with the current CTI Certification Administrator ○ CTI Thermal Certification Committee Chairperson ○ Thermal Certification Committee Annual Budget Preparations and Tracking ○ Yearly review of existing certification product lines. ○ Review technical data for new product lines for certification. ○ Contract testing of individual lines with CTI multiagency test organizations for testing existing product lines and new product lines. ○ Conduct analysis of field test data from multiagency test companies. ○ Eurovent Contract Administrator ○ Responsible for providing accounts payable information from field test companies and account receivable for Clients to CTI Business Administrator. • Administrator of Product Certification Program: <ul style="list-style-type: none"> ○ CTI Product Certification Committee Chairperson ○ Product Certification Committee Annual Budget Preparations and Tracking ○ Review and Implementation of testing protocols from Technical Committees for product certification. ○ Contracting (bidding and contract release) responsibilities for testing facilities for product testing including testing facility trial with solicited products, ○ Administer solicitation and testing of products for certification. ○ Yearly audit of certified products for adherence to CTI Standard. 			



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- Responsible for providing accounts payable information from testing laboratories and account receivable for Clients to CTI Business Administrator.

Qualifications:

- Bachelor of Science in Engineering or equivalent with emphasis in heat transfer
- 5-10 years Project Engineering/Management experience

Competencies:

- Good Interpersonal, verbal and written communications skills
- Goal oriented for adherence to schedules and budgets
- Team Skills – Meeting Management, Team Leadership, Lead Auditor
- Computer Skills – Microsoft Word, Excel, Power point, Access and able to adapt to new computer technology.
- Purchasing Skills – Bid Preparations, Analysis, Price Negotiation and Contract Preparation
- ISO 9000 or equivalent auditing experience
- Direct management experience of technical contractors

Reviewed By:	Trevor Hegg	Date:	October 5, 2011
Approved By:	Trevor Hegg	Date:	December 8, 2011
Last Updated By:	Trevor Hegg	Date/Time:	December 8, 2011

