



University System of Maryland Job Class Specification

TITLE: FIELD INVESTIGATOR - NASS
FLSA: NONEXEMPT
EEO6: H50
IPEDS-SOC: 17-2199

JOB CODE: N16FIN
JOB TYPE: INST SPEC UMB
JOB FAMILY/SERIES: ENG

APPROVED BY: Chancellor's Designee:
James Sansbury, Acting Director of Human Resources

EFFECTIVE DATE: 9/15/2005

JOB SUMMARY

Under general supervision as a member of the UMB Crash Injury Research & Engineering Network (CIREN) at the National Study Center for Trauma and EMS, performs activities pertaining to specialized accident investigation. This is a specialized position for the specific project on trauma injury and automobile engineering.

Position is responsible for conducting site visits in order to gather detailed information on automobile accidents by means of photographs, measurements, interviews and/or written documentation, using National Automotive Sampling System (NASS) standards. In charge of all crash data and database applications as well as for composing reports and/or diagrams utilizing NASS techniques and conducting written and/or oral presentations as needed.

PRIMARY DUTIES

1. Performs site visits in order to conduct detailed accident scene investigations as required.
2. Serves as liaison between the UMB CIREN National Study Center for Trauma and EMS program and local police departments, tow companies, insurance companies and salvage yards to facilitate data collection and access to vehicles and crash scenes.
3. Has on-site responsibility for determining that the vehicle and crash circumstances meet the inclusion criteria of the study.
4. Gathers comprehensive accident related information through the use of photographs, measurements, interviews and/or written documentation in accordance NASS standards.
5. Enters relevant and precise data resulting from accident investigation work into the UMB CIREN database.
6. Responsible for the maintenance of all databases, files, and/or other information related to accident investigation.
7. Prepares reports and/or diagrams resulting from the accident investigation using NASS standards.
8. Presents NASS quality reports/findings both verbally and written as required.
9. Attends meetings as required.
10. Acts as member of the UMB CIREN National Study Center for Trauma and EMS research team.
11. Contributes to the initiation and development of future research initiatives and involved in the grant writing and application process for other funding announcements requiring injury investigations (i.e. motorcycle crashes, occupational injuries).

12. Performs other related duties as necessary.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: Bachelor's Degree in a related field (such as Engineering or Physics).

EXPERIENCE: Three to five years of experience in automotive crash investigation and reconstruction. Preferred candidates will have National Automotive Sampling System experience and knowledge of Microsoft Office (particularly PowerPoint and Word) and VISIO drawing package or equivalent.

OTHER: Must possess a valid Maryland driver's license and have use of a personal vehicle. Certification in National Automotive Sampling System highly preferred. May not testify as an expert witness in the field of crash reconstruction and injury biomechanics.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Ability to gather, analyze and interpret data related to accident investigation and reconstruction. Ability to communicate in an effective manner (written and verbal). Ability to compose diagrams and/or technical reports following NASS standards. Ability to lift and manipulate heavy objects, tools and supplies as needed; to work in, on, around, under and over machinery and/or fixed equipment; to exert force up to 70 lbs.; to work in hazardous or irritating environments, confined spaces, and adverse weather or temperature conditions; to wear and work in personal protective equipment. Ability to access remote geographic locations. Ability to work as a member of a research team. Knowledge of research techniques, data collection, and database functions. Knowledge of accident investigation and reconstruction. Knowledge of National Automotive Sampling System requirements. Knowledge of math, physics, and/or mechanical understanding. Skill in the use of computers and required software related to accident investigation and reconstruction work.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

May involve exposure to elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors and/or loud noises.