**Cyclotron Operations Chief Standard Job Description**

**Classification Title:** Cyclotron Operations Chief

**FLSA Exemption Status:**Exempt

**Pay Grade:** 17

**Job Description Summary:**

The Cyclotron Operations Chief, under direction, supervises the daily operations of the cyclotron and the Institute’s technical support staff. Coordinates the scheduling of building and cyclotron modifications and maintenance with the scheduled experimental program needs. Provides design and technical support for cyclotron operations and experimental groups.

**Essential Duties and Responsibilities:**

**40% Technical Support and Operations**

* Coordinates and oversees the operation of the cyclotron rf system.
* Provides design and technical support for cyclotron operations and experimental groups.
* Assists research staff with technical issues either personally or through personnel assignments.
* Acts as a focal point for reporting user difficulties or cyclotron performance problems.
* Maintains technical records related to cyclotron performance or other equipment characteristics.

**20% Personnel Management and Coordination**

* Coordinates maintenance, organization, and improvements to the facility.
* Advises the director on technical personnel needs, problems, and salary requirements.
* Coordinates technical personnel annual leave with workload demands.
* Evaluates technical personnel performance and provides training as needed.
* Coordinates the assignment of available personnel with lab needs.

**10% Administrative Support and Reporting**

* Assists in the scheduling of development programs for users.
* Evaluates employee comments on work conditions or needs and advises the director on personnel issues.

**10% Performance and Records Management**

* Maintains technical records either personally or through group leaders.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree or equivalent combination of education and experience.

**Required Experience:**

* Five years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of dental lab procedures, equipment, and materials, as well as crowns and denture prosthesis.
* Knowledge of casting equipment, porcelain powders, stains, and materials.
* Knowledge of dental terminology.
* Strong verbal and written communication skills.
* Ability to prioritize.
* Ability to lead large groups.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**