**Senior Research Instrumentation Specialist Standard Job Description**

**Classification Title:** Senior Research Instrumentation Specialist

**FLSA Exemption Status:**Exempt

**Pay Grade:** 15

**Job Description Summary:**

The Senior Research Instrumentation Specialist, under direction, oversees the daily operation of equipment support services including the design, fabrication, maintenance, calibration, operation and adjustments of scientific instruments. Supervises assigned staff.

**Essential Duties and Responsibilities:**

**40% Operational Oversight**

* Oversees the daily operation of equipment support services including the design, fabrication, maintenance, calibration, and adjustments of scientific instruments.
* Supervises assigned staff in the performance of their duties.
* Provides specialized technical skills in the repair and operation of electronic and mechanical equipment.
* Advises faculty and staff on the operation and maintenance of scientific instrumentation.
* Oversees purchasing and billing for instrumentation resources and services.
* Maintains inventory control of parts and supplies.
* Trains departmental personnel in the use of all instrumentation and related software.

**30% Maintenance and Repair Services**

* Provides routine maintenance and repair services for laboratory and teaching equipment including centrifuges and sterilizers.
* Administers a comprehensive preventive maintenance program for biological equipment.
* Maintains a technical library including service manuals and vendor directories.
* Administers and updates a bookkeeping system for billing of maintenance and repair projects.

**10% Collaboration and Reporting**

* Builds collaborations with internal and external research teams to expand facility usage.
* Prepares reports, co-authors publications, and presents results at meetings.
* Participates in grant writing for new instrumentation and provides pilot data for research proposals.
* Recruits, hires, trains, and supervises technical support personnel for the Biology
* Equipment Support Services.

**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 any equivalent combination of training and experience.

**Required Experience:**

* Eight years in repairing, operating, and maintaining scientific instrumentation, to include some supervisory experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Oral and written communication skills.
* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Telephone
* Computer
* Calculator

**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**