

Family: Facilities and Operations

Level: AM3

Position Profile Title: Administrator 3-Reactor

Salary Grade	Minimum	Midpoint	Maximum
8	\$86,688	\$119,232	\$151,764

PROFILE SUMMARY:

Positions in this job profile perform supervisory and managerial work in the facility and/or operations for the OSU Nuclear Reactor Facility. Duties performed include developing, implementing, and evaluating short and long-range goals and objectives. Employees develop, implement and enforce plans, policies, procedures, systems, programs and performance standards. They participate in strategic planning efforts as part of the management team. They are responsible for managing staff, equipment and facilities. They determine resource needs and priorities and make recommendations to executive management. They determine training needs and make appropriate arrangements for provision of training.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristics of the Administrator 3-ReactorFac/Dept profile are the responsibilities to oversee the facility operations for the OSU Reactor Facility.

PRIMARY POSITION RESPONSIBILITIES:

1. Coordinates preparation of all required reports pertaining to TRIGA reactor operations,
2. Designs and implements technical studies related to TRIGA reactor safety, physical security, maintenance, and operations.
3. Provides program guidance and oversight, and direct technical support and recommendations for the TRIGA reactor operations program.
4. Prepares safety analyses for review and prepares license and technical specifications amendments dealing with reactor operations.
5. Supervision of professional faculty and/or classified positions including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews.
6. Ensures compliance with university policy, and state and federal regulations and industry standards.
7. Advises executive leadership on efficiency and improvement of facilities and business operations.
8. Operates the Oregon State TRIGA® Reactor (OSTR) in accordance with the license and regulatory requirements of the USNRC.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have major implications on the management and operations of an area within a department; may contribute to important strategy, operations, and business decisions that affect the department.

Decisions impact:

- Department
- Direct team
- Vendors/Suppliers/Contractors
- Student
- Other External Agencies/Institutions

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ACCOUNTABILITY:

Results are defined by senior leadership, division/college and university mission, vision and strategies; existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, responding to grievances, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas, or collaborate on significant projects.
- Resolve conflict, negotiate, or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

TYPICAL REQUIREMENTS:

Master's degree in Nuclear Engineering or related field.

Possession of a valid Senior Reactor Operator's (SRO) License and two years' experience with operation of a nuclear research reactor as an SRO.

3 years of experience in position involving nuclear engineering, health physics, and/or research reactor.

Must pass USNRC background check.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.