



UNOLS Job Description Ver:21 Sept 2017

Title: UNOLS Technical Services Manager

Reports to: Executive Secretary UNOLS

Basic Function:

Responsible for technician recruitment, retention, and training. Responsible for managing the UNOLS Relief Technician personnel process, and for facilitating the coordination among all the various ship operators with regard to the pool of available technical personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist Technical Managers in finding qualified technicians to meet their needs either via Technician Exchanges or the Tech Pool
- Work closely with TAMU to facilitate the finding, scheduling and hiring aspects of the Tech Pool.
- Upkeep of Tech Pool Guidelines and Tech Pool newsletter, review/keep track of tech invoices, assist in managing the Tech Pool techs.
- Help facilitate funding agency tech initiatives such as radiation awareness, stable isotope guidelines, tech pool, telepresence documentation and proper disposal of lab waste guidelines
- Help facilitate training for the marine technicians as required
- Facilitate SATNAG
- Facilitate the RVTEC meeting with developing agenda, logistics, and training
- Work with MATE and operators to facilitate the MATE/UNOLS Long Term intern
- Assist with other projects, such as lithium battery safety research, Appendix B compliance, assisting with UNOLS Van Pool, Chief Scientist Training, Civility Module III and UNOLS Ship Time Request System, STRS update project.
- Facilitate logistics White Paper and its ongoing efforts
- Upkeep of Vessel radiation logs online
- Oversee online equipment inventory
- Assist in maintaining accurate and up to date information on technical related info on UNOLS.org website.
- Serve as point of contact person for instrumentation and equipment questions from community.

- Moderate RVTEC listserv archive

QUALIFICATIONS:

REQUIRED: Bachelor's degree in a science, with a minimum of five years of experience in managing federally-funded oceanographic programs; a strong science background which includes an extensive background in the oceanographic research field; combined experience as an at-sea technician and marine operations manager; experience dealing with marine technical issues; experience with research vessel scheduling and cruise planning; ability to maintain accurate and up-to-date records and information, using databases and information systems; detail oriented; demonstrated ability to organize, coordinate and supervise support staff; strong interpersonal skills and oral and written communication skills, with demonstrated ability to facilitate communication and cooperation among others, and to work with a diverse population; experience in posting to websites; program and training evaluation experience.