

Recruiting Job Description – Director of Radiochemistry Services

Background

Curtis and Tompkins (C&T), an internationally accredited commercial environmental test and measurements laboratory has a select opportunity for an Environmental Radiochemist. C&T is privately and locally owned, has approximately 80 employees and operates 3 laboratory facilities, two in Berkeley and an onsite radiation test and measurements lab located at the former Hunter's Point Naval Shipyard (HPNS) in San Francisco. All three facilities comprise more than 50,000 square feet of laboratory and office space.

C&T entered the commercial environmental radiochemistry test and measurements markets in October of 2011 with its assumption of a management and oversight contract for the US Navy's radiation chemistry laboratory at the HPNS. More can be learned about C&T by visiting www.curtisandtompkins.com

C&T seeks a dynamic motivated individual to lead its radiochemistry measurement services. The current C&T radiochemistry lab at HPNS has a staff of 6 technicians and supervisors and is accredited by the US Department of Defense to NELAC and ISO 17025 standards. The HPNS lab operates a dozen Ortec gamma detectors and a Protean GPC. C&T is expanding its low level environmental radiochemistry analytical services to include a full service offering for low level environmentally relevant radiochemical tests and measurements at its Berkeley facility.

Title

Director of Radiochemistry Services (DRS) reports to the Laboratory Operations Manager and is a member of the laboratory executive management team. The DRS will supervise a team of 8-12 technicians performing low level radiochemistry measurement services from the HPNS and Berkeley laboratory facilities.

Description

The Director of Radiochemistry Services is responsible for the operation of C&T's radiochemistry laboratory services. The DRS oversees C&T's radiochemistry (RadChem) service offerings, ensuring C&T's radiochemistry offerings address market requirements and align with the business objectives of the organization. Principal goals are to develop and manage environmental radiation testing services, provide technical sales support, develop new applications for radiation testing and measurement services within C&T.

The DRS will plan, coordinate, direct, and design all operational activities of the RadChem department, supervise all employees assigned to the department, and provide direction and support for RadChem solutions that enhance business operations. The DRS will work closely with the Lab Director and his executive management teams to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of the organization.

Responsibilities

Strategy & Planning

- Formulate and deploy long-term plans for acquiring, developing, and implementing efficient and cost-effective radiochemistry test and measurement solutions for the labs' clients.
- Manage the RadChem department operational planning, including business requirements, project planning, organizing and negotiating the allocation of resources.

Operational Management

- Engineer radiochemistry test and measurement applications support to ensure the RadChem department aligns with and supports business processes, tactical planning, and strategic vision.
- Define and communicate project milestones, service level agreements, and resource allocation to executive team, department leads, and RadChem staff.
- Develop and review budgets for and from RadChem department for service development and implementation.
- Review performance of RadChem systems (Gamma Counters, LSC, Alpha Spectrometry and gas proportional counting instrument systems) to determine operating costs, productivity levels, and system upgrade requirements.
- Benchmark, analyze report on, and make recommendations for the improvement of the RadChem systems and staff.
- Develop requirements for all instrument systems hardware and software, ensure compliance with laboratory standards, DoD QSM, DoE, ISO 17025 and NELAC requirements.
- Specify and purchase the appropriate test and measurement systems and equipment. Write SOP's or otherwise ensure availability of procedures for compliance with identified lab standards.
- Oversee the deployment, monitoring, maintenance, development, and support of all instrument systems in the RadChem department.
- Develop business case justifications and cost/benefit analyses for RadChem spending and service development initiatives.
- Provide RadChem sales, business development and technical support as needed to ensure C&T achieves its business and financial goals
- Direct research on potential technology solutions and implementations in support of new initiatives, opportunities, and procurement efforts.
- Oversee provision of client services, including FAQ's for project managers, sales support and other technical support services.
- Develop and implement all RadChem policies and procedures, including those for operations, standards, purchasing, and service provision.
- Oversee negotiation and administration of vendor, outsource, and consultant contracts and service agreements.
- Manage RadChem staffing, including recruitment, training, supervision, scheduling, development, evaluation, and disciplinary actions.
- Establish and maintain regular written and in-person communications with C&T's Lab and QA Director, department heads, and clients regarding pertinent RADCHEM activities.

Position Requirements

Formal Education

- College/University (BS/BA) degree in Chemistry or Radiation Chemistry or Nuclear Engineering, or Health Physics.
- Relevant experience performing environmental radiochemical tests and measurements in a commercial lab environment is sought after attribute. A BS/BA degree in science is required for this position.

Knowledge & Experience

- 5 years related work experience in an environmental or commercial laboratory performing environmental radiochemistry tests and measurements.
- 2 years' experience managing and/or directing an environmental radiation chemistry test and measurements operation.
- Proven experience in Radiation Chemistry laboratory infrastructure, planning and development, and project management.
- Good understanding and technical knowledge of current computer network and PC operating systems, hardware, protocols, and industry standard software packages e.g.

Ortec Gamma Vision and Global Values software and equivalent alpha spectroscopy counter systems and software.

- Experience with analytical radiation chemistry systems design and development from production requirements analysis through to day-to-day management.
- Knowledge of business processes, management, budgeting, and business office operations.
- Superior understanding of C&T's goals and objectives.
- Demonstrated ability to apply Radiation Chemistry training and experience in solving problems related to target contaminant analyses, remedial investigations and remedial actions involving radiochemical parameters.
- Knowledge of applicable laws and regulations related to Radiation Chemistry, Health Physics, and radiation test and measurements laboratory safety.
- Strong understanding of human resource management principles, practices, and procedures.

Personal Attributes

- Strong leadership & management skills.
- Excellent written, oral, and interpersonal communication skills.
- Ability to conduct and direct environmental radiation chemistry projects
- Ability to present ideas in business-friendly and user-friendly language.
- Highly self-motivated, self-directed, and attentive to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Extensive experience working in a team-oriented, collaborative environment.

Work Conditions

- On-call availability to solve problems in the Berkeley and HPS labs.
- Sitting for extended periods of time. Dexterity of hands and fingers to operate a computer keyboard, mouse, power tools, and to handle other computer and spectrometer components.
- Occasional inspection of cables, power supplies, electronics and computer systems linked to test and measurement instruments and facilities.
- Lifting and transporting of moderately heavy objects, such as computers and peripherals.
- Driving commute between Berkeley and HPS radiochemistry labs necessary to solve problems and address issues. Maintain/use offices in both facilities

Compensation

C&T, an equal opportunity employer, it offers an exceptional salary and compensation package for the right individual. Employment benefits include company paid health, dental, and vision insurance, 401(k) retirement program, paid vacation and sick leave. C&T will consider paying relocation expenses for the selected individual.

This is a select opportunity to become part of a dynamic growing well regarded commercial testing laboratory service firm located in one of the most beautiful metropolitan areas in the USA.

To Apply

Please express your interest in this position by sending your resume to Bruce Godfrey, Lab Director, Curtis & Tompkins, bruce.godfrey@ctberk.com