Title: Manager Laboratory Facility II

Pay Scale Group: 18

Essential Functions:
Under general supervision from the Laboratory Animal Medical Services (LAMS) Associate Director, Vivarium Operations supervise and oversee assigned areas of the animal facilities at the University of Cincinnati.

Characteristic Duties:

- Provide coverage for the LAMS Assistant Director, Vivarium Operations during their absence
- Supervise work activities of subordinates; review and adjust daily workloads as needed; review room logs.
- Facilitate and schedule the care and feeding programs for all species.
- Assist with oversight of the health and welfare of all species.
- Inspect animal rooms for sanitation, proper operation of mechanical equipment and condition of cages; ensure compliance with federal, state, university and unit guidelines/policies.
- Submit orders for feed, bedding, and other supplies as needed.
- Submit supply inventory order
- Monitor and track monthly temperature and humidity reports
- Coordinate time off of work schedules for hourly staff according to union contract
- Prepare weekend/holiday schedule for hourly staff.
- Maintain spreadsheet of capital equipment
- Approve animal requisitions
- Coordinate transportation schedule of animals, supplies, and equipment
- Submit, review and track completion of work orders
- Assist with the development and administration of facility training for researchers, staff, and students; prepare and present related material.
- Oversee service requests submitted by research personnel; ensure appropriate billing of services and supplies.
- Assist in the allocation and assignment of space for incoming animals and/or new projects
- Oversee bar coding and assist with training
- Schedule facility orientation training
- Assist with providing continuing education opportunities and materials for the unit
- Assist in departmental planning of goals and objectives and development of policies and procedures for animal use, including SOP’s and Quality Assurance Standards.
- Liaise with unit, departmental, university, and external contractors regarding maintenance and repair of facilities and equipment.
- Prepare and/or maintain various reports and files.
- Assist in recruitment and training of new staff.
- Assist with/conduct staff performance evaluations and when applicable, progressive discipline.
- Develop and maintain effective teamwork with staff, management, researchers, and other departmental units.
- Report animal and personnel issues and concerns to the appropriate level.
- Perform miscellaneous duties as assigned.
- Assist in recruitment and training of new staff.
- Assist with/conduct staff performance evaluations and when applicable, progressive discipline.
- Develop and maintain effective teamwork with staff, management, researchers, and other departmental units.
- Report animal and personnel issues and concerns to the appropriate level.
- Perform miscellaneous duties as assigned.

**Minimum Qualifications:**
Bachelor’s degree with three (3) years’ experience; -OR- Associate’s degree with four (4) years’ experience; -OR- related professional certification with five (5) years’ experience; -OR- six (6) years of experience; experience must be in related field. Three (3) years of supervisory experience required. Certification by the American Association for Laboratory Animal Science (AALAS). On-call rotation is a requirement for this position.