Title: Manager Laboratory Facility IV

Pay Scale Group: 16-A

Essential Function

Under general supervision from a designated administrator, supervise and oversee the facility maintenance activities of a assigned laboratory (i.e., equipment maintenance, facility maintenance/improvement, environmental monitoring, supply inventory, compliance, validation studies and/or quality control/quality assurance activities).

Characteristic Duties

Design and manage facility cleaning, maintenance, and environmental monitoring programs; manage supply inventory and purchasing activities for a designated lab or unit;

Assist in departmental goal planning and development of policies and procedures; including writing and documenting compliance to Standard Operating Procedures (SOPs) and Quality Assurance Standards; maintain SOP manuals and/or initiate new procedures and validation protocols;

When applicable, facilitate and schedule care for laboratory animal programs including inspecting rooms for sanitation, proper operation of mechanical equipment and condition of cages; ensure compliance with federal/state laws and university policies and procedures; report issues and concerns to appropriate level.

Manage all maintenance contracts for facility and equipment and maintain accurate service requests, billing, inventory, records; prepare and maintain various reports and files; respond to internal and external audits; maintain and calibrate all equipment; periodically validate proper function; perform daily equipment and facility quality control monitoring tasks and respond to alarm conditions;

When applicable, maintain semi-annual facility certification testing schedule;

Provide training to UC staff and/or students on equipment, proper maintenance techniques, federal/state, UC policy compliance;

May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.) as an essential function;

Develop and maintain effective professional relationships;

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor’s degree with five (5) years’ experience; -OR- Associate's degree with seven (7) years’ experience; -OR- related professional certification with eight (8) years’ experience; -OR- ten (10) years’ experience; experience must be in related field. Experience may also require at least three (3) year supervision. Some positions may require on-call rotation.

Updated 12-12-14