Classification Specification for Unclassified Service

**Title** Manager Laboratory Facility I

**Pay Scale Group:** 17

**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.
- 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.

**Minimum Qualifications:**

Bachelor’s degree with one (1) year experience; -OR- Associate’s degree with two (2) years’ experience; -OR- related professional certification with three (3) years’ experience; -OR- four (4) years of experience; experience must be in related field. One (1) year of supervisory experience required. Certification by the American Association for Laboratory Animal Science (AALAS). On-call rotation is a requirement for this position.