**Manager, Biosafety Level III Laboratory Maintenance**

**Classification Title:** Manager, Biosafety Level III Laboratory Maintenance

**FLSA Exemption Status:** Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Biosafety Level III Laboratory Maintenance Manager, under direction, coordinates building maintenance, renovation, and repairs for Biohazard Safety Level 3 (BL3) labs.

**Essential Duties and Tasks:**

**40%: Lab Services and Operations**

* Coordinates building maintenance, renovation, and repairs of BL3 laboratories to ensure safe and compliant operations, which may require operation of University motor vehicles.
* Oversees BL3 Laboratory operation, maintenance, renovation, and repair recordkeeping.
* Provides routine status reports of the mechanical operations of the BL3 laboratories to the Responsible Official/Biological Safety Officer to ensure safe and compliant operations.
* Participates in Biological Safety Inspections.

**40%: Management**

* Manages laboratory staff: hires, trains, evaluates, sets priorities, and delegates tasks to support laboratory operations.
* Evaluates, develops, organizes, implements, and oversees improvements of laboratory procedures.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Associate degree in related field or equivalent combination of education and experience.

**Required Experience:**

* Six years of related experience

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Knowledge of word processing and spreadsheet applications.
* Knowledge of Biological Safety as it applies to facility maintenance for level 2 and 3 laboratories.
* Knowledge of building systems, fire and life safety codes, and building codes.
* Ability to multitask and work cooperatively with others.
* Strong verbal and written communication skills.
* Ability to respond to emergency calls during off-duty hours and read/interpret construction drawings, schematic diagrams, and other technical reference documents.

**Additional Information**

**Machines and Equipment:**

* General Office Equipment
* General hand tools and measurement equipment

**Physical Requirements:**

* Ability to lift and move moderate weight objects.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**