

Assistant Facility Manager, Lab Animal Facilities
University at Buffalo, The State University of New York

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Posted Jan. 7, 2025, set to expire Aug. 4, 2025

Job Title	Assistant Facility Manager, Lab Animal Facilities
Department	Animal Facilities
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 7, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Facilities/Maintenance/Transportation
Job Website	https://www.ubjobs.buffalo.edu/postings/55039
Apply By Email	
Job Description	

Position Summary

The [Laboratory Animal Facility](#) (LAF) at the State University of New York at Buffalo is seeking applicants for the position of **Assistant Facility Manager**. LAF supports multi-disciplinary biomedical research in 7 AAALAC accredited facilities, on three campuses, and houses a wide variety of species both large/farm animal and small. The program includes Barrier/HLB rodent units as well as both ABSL-2 and ABSL-3 facilities. The Assistant Facility Manager will report to the Facility Manager and supervise a group of animal care staff.

Job Duties/Responsibilities:

- Required to be on call for one week and a weekend each month, as well as alternating holidays

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and vacation coverage.

- Willing to participate in the Occupational Health Program to an ABSL3 Level.
- Responsible for knowing all federal and state regulatory agencies (USDA-AWA, AAALAC (The Guide), OLAW-PHS Policy, DOH) as they pertain to animal husbandry and reporting any deficiencies or non-compliance.
- Liaise with outside contract services or Physical Plant as it relates to facility or equipment repair or maintenance.
- Assists Facility Manager with policy development (SOP), regulatory compliance, employee recruitment (Search Committee member), and facility infrastructure improvements.
- Responsible for the recruitment, supervision, and discipline of husbandry staff. Approves vacation, time sheets, and performs annual Performance Evaluations.
- Prepares weekend and holiday schedules for husbandry staff.
- Assists Facility Manager with space planning, equipment, and supplies for research activities required by Faculty projects
- Responsible for the sanitation process of caging, equipment, and animal rooms, including management of cage wash area.
- Responsible for monitoring animal husbandry record keeping and animal inventory procedures for accuracy and completeness.
- Supervises operation of Biosafety Suite, HLB facility and ABSL3 Facility. Ensures sanitation and decontamination programs are in compliance with SOPs.
- Responsible for organizing annual equipment certification such as: fume hoods, biological safety cabinets and autoclaves.
- Ensures the husbandry of animals is conducted in accordance to SOPs; reviews room logs, conducts on site inspections.
- Performs cage changing, room cleaning, and room checks as required.
- Promotes positive interpersonal relationships between animal care personnel and the researchers.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our

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commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelor's degree with 2 years of experience working in a lab animal facility
- Willingness to pursue American Association for Laboratory Animal Science (AALAS) Certification at LATg level
- An equivalent combination of education and experience will be considered

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact