



Biosafety Level 3 Research Facility Manager Job Description

JOB INFORMATION

<i>Job Code:</i>	185031
<i>Job Title:</i>	Biosafety Level 3 Research Facility Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Research - Laboratory
<i>Job Family Group:</i>	Research and Clinical Support
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Oversees establishment, development, operation and maintenance of Biosafety Level 3 (BSLS)/ABSL3 and select agent biocontainment research laboratory facilities. Provides administrative and technical expertise and support to manage the laboratory facilities. Develops, implements, oversees and manages processes required to ensure efficient running of nonresearch related activities for facilities. Develops and implements a comprehensive BSL3 biosafety plan designed to ensure appropriate protection and compliance for researchers, staff, students and local community. Ensures compliance with applicable local, state and federal regulations pertaining to use of hazardous materials, infectious agents, and operation of high containment research facilities.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree	Microbiology	Or
X		Bachelor's degree	Immunology	Or
X		Bachelor's degree	Molecular Biology	Or
X		Bachelor's degree	Virology	Or
X		Bachelor's degree	in related field(s)	
	X	Master's degree		Or
	X	Doctorate		

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		5 years	of increasingly responsible experience in animal research or laboratory administration.	
	X	7 years	of biomedical or laboratory experience.	
	X	2 years	of BSL3/ABSL3 laboratory experience.	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Knowledge of biological safety.
X		Excellent oral and written communication skills.
X		Ability to read and interpret construction drawings schematic diagrams, and other technical reference documents.
X		Ability to wear respiratory protection and to respond to emergency calls during off-duty hours.
X		Ability to obtain DOJ select agent security clearance.
X		Demonstrated organizational, communication and interpersonal skills.
	X	Experience performing gas or vapor room decontamination.
	X	Supervisory and training experience.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees establishment, development, operation and maintenance of Biosafety Level 3 (BSL3)/ABSL3 and select agent biocontainment research laboratory facilities. Provides administrative and technical expertise and support to manage BSL3/ABSL3 and select agent biocontainment laboratory facilities. Develops, implements, oversees and manages processes required to ensure efficient running of non-research related activities for BSL3 facilities, including daily operational and maintenance processes and checks.				
Develops and implements a comprehensive BSL3 biosafety plan designed to ensure appropriate protection and compliance for researchers, staff, students, and local community. Communicates with facility users to define and establish facility procedures and guidelines for laboratory and animal activities.				
Manages establishment and implementation of laboratory standard operating procedures and processes and associated bio safety and security. Provides strategic input to development of policies and procedures for the operation and maintenance of BSL3 laboratories. Develops, implements and oversees research-specific standard operating procedures and other activities as assigned by the Responsible Official, Biological Safety Officer and Institutional Biosafety Committee (IBC).				
Provides routine status reports to the Responsible Official, Biological Safety Officer and Institutional Biosafety Committee (IBC).				
Ensures operational capabilities and laboratory budgetary needs. Provides historical data and projections for use in developing budgets. Assists in budget administration and expense tracking. Maintains an inventory of consumable safety supplies (PPE, decontaminating chemicals, etc.) and purchases as needed to sustain the overall operations of the facilities.				
Supervises assigned subordinate staff, as assigned. Recruits, screens, and hires staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels and disciplines and/or terminates employees as required.				
Oversees the operations training of research and support staff. Assists and trains laboratory personnel with animal care procedures, autoclaving materials, escorting into and out of the lab space, PPE equipment, inventorying animals, cage changing, etc. within a BSL3 laboratory. Ensures all personnel working in high containment facilities meet minimum training criteria as established by university policy and regulatory mandates including use of select agents. Coordinates laboratory and operational orientation processes and meetings for all designated research new hires in conjunction with principal investigators.				
Ensures compliance with applicable local, state and federal regulations pertaining to use of hazardous materials, infectious agents, and operation of high containment research facilities. Ensures full compliance with all university				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
guidelines and requirements. Monitors adherence to university, local, state and federal regulations within high containment facilities. Works with animal handling and laboratory staff to ensure facilities adhere to safety standards and are prepared for inspections and certification.				
Consults with architects, engineers and user groups regarding design and construction of new or renovated laboratories with respect to BSL3/ABSL issues and ensures that proper design considerations are specified for building modifications and construction that involve BSL3 materials.				
Coordinates annual verification of BSL3 laboratory containments. Schedules and provides assistance for decontaminating laboratories for annual laboratory maintenance and repair/replacement of equipment. Monitors and ensures that all equipment is functioning properly and maintains preventive maintenance and repair agreements.				
Oversees maintenance operational and record-keeping of BSL3 laboratories. Develops and maintains systems and procedures to acquire and maintain knowledge of required regulatory records and data. Coordinates record keeping requirements.				
Conducts hazard assessments of ongoing operations and established inspection programs. Implements biosafety regulations from OSHA, CDC, NIH, USDA EPA, and FDA. Provides technical guidance and interfaces with agencies as needed. Liaises with Responsible Official, researchers, BSL3 laboratory and support staff and regulators.				
Oversees coordination of BSL3 space usage, bio-safety, and security. Establishes and manages an administrative system to control access to facilities. Ensures that projects are supported and terminated according to schedule. Implements a scheduling system for tracking activity and usage of facilities. Monitors ongoing research projects and provides technical assistance as needed and resolves facilities or equipment-related problems that impede progress of research projects.				
Registers and maintains an inventory of select agents and tracks their purchase, use and storage as required. Reviews and approves shipments of such materials. Provides consultation, guidance and training for researchers to assure support of their efforts while maintaining compliance in utilizing agents.				
Has responsibility for development and implementation of safety and emergency response plans. Facilitates emergency planning, preparedness, response, and activities related to accidents and incidents. Responds as necessary to hazardous material emergencies to provide technical guidance and active support as needed.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.