**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Science Facilities Manager

**Job Number:** SS-051

**NOC:** 1215

**Band:** 11

**Department:** Science

**Supervisor Title:** Dean of Arts & Science, Sciences

**Last Reviewed:** June 11, 2015

**Job Purpose**

To provide support to the Dean of Arts & Science (Science) in the day to day operations of the Science Buildings (Science Complex, Environmental Sciences Centre, Chemical Sciences Building, DNA and LHS buildings). (500 000 ft sq).

**Key Activities**

1. Responsible for the Space Utilization Database and manages Space Allocation within the established Space Allocation Policy in consultation with the Associate Dean (Science). Receives, investigates and researches space requests and recommends allocations in the Science Facilities as per established priorities. The SFM is the overall designated authority for the Science Buildings and authorizes after-hours access to the Science Buildings.
2. Advises the Dean of Arts & Science (Science) on matters relating to Health and Safety and Regulatory Issues. Development of health and safety policies and safe work procedures as they apply to the Sciences at Trent. Develop, deliver training courses, and disseminate information on health and safety matters as they apply to the Sciences.
3. Liaises with faculty, researchers and academic departments, Research Office and physical resources department regarding purchases, installations and operation of scientific equipment.
4. In co-operation with the Physical Resources Department, I.T. Department, Research Office, Development Office, recommends, advises and consults on use, repair, alterations and additions to science services (fume hoods, plumbing, electrical, gas etc…) as they pertain directly to science oriented activities. Disseminates information to departments and personnel regarding use, repair and maintenance of these systems.
5. Approves, authorizes, control and enforces, within the requirements of the Canadian Nuclear Safety Commission regulations, Ministry of Labour OH&S Act and the Trent Radiation Safety Program, the use of all radioactive substances, radiation devices and X-ray devices. Provides training as prescribed by the CNSC, Trent Radiation Safety Program and the Ministry of Labour. The Science Facilities Manager is the designated Radiation Safety Officer for the University. The SFM manages the Radiation Safety Program for the university and completes and submits to the CNSC an annual compliance report and is responsible for completing and submitting to the CNSC every 5 years, the application for a radioactive materials and devices license application. The SFM is also the Laser Safety Officer for the university and authorizes, controls and enforces the Ministry of Labour regulations regarding the Use of Lasers (ANSI Standard Z 136)
6. Approves authorizes, controls and enforces the regulations as they pertain to the Human Pathogen and Toxins Act (Public Health Agency Canada), the Canadian Biosafety Standards as they pertain to Human and Terrestrial Animal Pathogens, Containment Standards for Aquatic Animal Pathogens and the Containment Standard for Plant Pests (Canadian Food and Inspection Agency) as they pertain to the acquisition, use and disposal of bio-hazardous material. The Science Facilities Manager is the biosafety officer for the university and has all the duties and responsibilities laid out in the Canadian Biosafety Standards.
7. In co-operation with Science departmental staff and Physical Resources staff, consult and co-ordinate in the planning, construction and commissioning of major capital projects (major renovations and capital building programs) involving the sciences at Trent.
8. Carry out building health and safety inspections annually on the Environmental Sciences Center, Science Complex, Chemical Sciences Building, the DNA building and LHS building
9. Act as a liaison with technical and managerial staff from the Ministry of Natural Resources (Aquatic Research Development Section, Wildlife Research and Development Section).
10. Provides on-call response for unplanned incidents in the Science Buildings or involving science related work.

**Education**

BSc Honors degree in science

**Experience Required**

Two to four years facilities management experience, including training with an emphasis on science related activities.

**Responsibility for the Work of Others**

Direct Responsibility

* Students

Indirect Responsibility

* Lead Hand to: Science Facilities Assistant
* PRD, Mechanical Electrical maintenance staff and carpenters working in Science labs (with respect to Health and safety, type of work, etc…)
* Science Personnel using radioactive or bio hazardous materials.
* Caretakers with respect to special projects involving laboratory spaces.
* Security with respect to unplanned incidents
* External Contractors with respect to the hazards in a science laboratory space.

**Communication**

Internal:

* Faculty, to consult with them on science related services, renovations, repairs and scheduled maintenance which might impact on teaching and research.
* Faculty, to explain and interpret various pieces of legislation and regulations
* Purchasing Department, provide advice regarding policies and procedures around purchasing and receiving scientific equipment.
* Physical Resources Management and Staff regarding operations, repair, maintenance and capital improvements of Science Buildings.
* Vice Presidents, Associate Vice-Presidents, Deans, Associate Deans and Directors regarding operations, health and safety, and planning.
* Committee membership includes: Animal Care Committee (ex-officio), Site Development Committee (Consultant), Radiation Safety Committee, Biosafety Committee, Fire Safety Committee, Chemical Safety Committee.

External:

* Canadian Council on Animal Care
* Canadian Nuclear Safety Commission- Inspectors and Licence Assessment Officers
* Biosafety and Radiation Safety professionals at other universities.
* Public Health Agency Canada Officials
* Ministry of Labour Inspectors
* Ministry of Natural Resources Personnel
* Architects and Consultants
* Vendors of scientific equipment and materials

**Motor/ Sensory Skills**

* Fine Motor Skills, Dexterity - Word processing, database entry, and operating monitoring equipment
* Visual, Smell, Hearing - Identification of odours, determining status of working equipment, safety related issues

**Effort**

Mental:

* Sustained Attention, Focus - Producing and writing reports, problem solving, planning
* Analysis and Reasoning - All aspects of job

Physical:

* Sitting - Writing reports, email, phone
* Keyboarding - Word processing, email, database entry, report writing
* Lifting - Moving furniture and equipment

**Working Conditions**

Physical:

* Exposure to dangerous - Chemical, biological and radioactive wastes, unplanned incident response substances

Psychological:
Multiple Competing Demands - Multiple issues, projects and personnel all requiring attention, time and energy

* Confrontational people - Personnel demanding attention, resources or responses which may or may not be taken as favourable to their position.
* Frustration over lack of control over pace of work - Demands for attention to issues often out of control of SFM
* Increasing workload - Budgetary restrictions, resource restrictions and staffing restrictions while increases in regulatory responsibilities, buildings and services make for stressful periods of time.