

Title: Laboratory Facility Manager	Effective Date: December 1, 2014	Grade: XVII	Job Category: Professional
Prior Title: Laboratory Facility Manager	Prior Effective Date: October 20, 2011	Grade: XVII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for supervision and operation of the Materials Division's mechanical, electrical and laboratory environmental systems, the supervision of the Division stockroom, and supervision of activities related to laboratory testing equipment repair, calibration and maintenance.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Manage and supervise the daily operation of the Materials building's mechanical, electrical, laboratory environmental systems and assure compliance of laboratory equipment with AASHTO Accreditation requirements.
- Supervise the design and/or modification of test equipment for special testing applications.
- Supervise the operation of the Materials Division stockroom.
- Supervise the activities related to the repair, calibration, and maintenance of the Department's materials testing equipment including field labs throughout the State.
- Review and update Department guidelines for use of nuclear equipment by field personnel and laboratory personnel and perform duties as the Department's Radiation Safety Officer.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in electrical, mechanical, or electronics field of study with at least four years of experience in laboratory operation including testing equipment operation, function, repair, and maintenance and/or in building maintenance and repair of mechanical and electrical systems; OR the educational equivalent to a diploma from an accredited high school with a minimum of ten years of experience in laboratory operation including testing equipment operation, function, repair, and maintenance and/or in building maintenance and repair of mechanical and electrical systems. Knowledge and experience in nuclear safety health, regulations and license requirements. Valid driver's license.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

