

**POSITION TITLE:** VIVARIUM FACILITY OPERATIONS COORDINATOR

**POSITION LOCATION:** TEXAS MEDICAL CENTER

**LINK TO APPLY:** [HTTP://P.RFER.US/UTHEZS5VL](http://p.rfer.us/uthezs5vl)

**POSITION NUMBER:** 19000102

**POSITION SUMMARY:**

Ensures that all CLAMC vivarium facilities and equipment are maintained in accordance with regulatory and accreditations agencies including the USDA, NIH and AAALAC.

1. Coordinates the scheduling of vivarium preventive maintenance and oversees technicians in ongoing maintenance and repair projects, assists technicians in their duties, and serves as team lead. Coordinates and assists in the moving of equipment, supplies and animals throughout all CLAMC vivaria. Acts as backup during staff shortages for deliveries of supplies and animals. Coordinates the preparation of vivarium for AWC, USDA, and AALAC site visits.
2. Assists with and performs the duties of the vivarium maintenance technician in the following: minor repairs to transport equipment, animal cages, ventilated rack systems, rack blowers, and automatic watering system; troubleshooting and performing scheduled and non-scheduled minor and major repairs to tunnel and rack washer equipment; minor renovations such a sheet rock repair, installation of protective wall liners, and painting and assembly and installation of stationary and fixed housing units.
3. Maintains equipment maintenance contracts; coordinates contractor visits and repairs. Coordinates and communicates with UT Facilities, Planning and Operations for major repairs when necessary. Communicates with non-CLAMC staff for repairs and follows up on issues addressed by others to ensure completeness. Coordinates fleet maintenance and processes and submits monthly vehicle usage reports to UT fleet manager. Ensures documentation of equipment maintenance and repairs are accurate and up to date.
4. Participates in annual departmental capital equipment inventory. Assists with capital equipment coordination and purchasing. Maintains maintenance supply inventory and initiates ordering for maintenance related consumables and equipment supplies.
5. Assists facility operations managers in maintenance budget preparation. Serves as back-up in regard to the monitoring of environmental parameters using monitoring equipment and software applications such as the building automation system for animal drinking water, HVAC, and lighting controls in all CLAMC

facilities. Participates in review of renovation and construction design and development. Attends building facility meetings in the absence of the Facility Operations Manager. Participates and assists in emergency preparations during inclement weather events. May be required to participate as a ride out team member at a CLAMC facility to ensure all building systems are functioning properly and to assist during emergencies with actual animal care.

6. Performs other duties as assigned.

### **CERTIFICATION/SKILLS:**

- Laboratory Animal Technician (LAT) certification required.
- Must possess basic to intermediate knowledge of plumbing, and mechanical systems.
- Proficient computer skills and knowledge of Microsoft Office Suite.

### **MINIMUM EDUCATION:**

- High School Diploma or GED. Bachelor's Degree in Animal Science or related field preferred.

### **MINIMUM EXPERIENCE:**

- Three (3) years' experience in laboratory animal husbandry and laboratory animal specific equipment operation and maintenance

### **ADDITIONAL INFORMATION:**

- Full-Time / Non-Exempt
- Location: McGovern Medical School Expansion

### **Miscellaneous**

- Must have a Valid TX Driver's License
- Driving authorized UT Health vehicle is required at times

### **RECRUITER CONTACT:**

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