

**Lab Operations Manager (FTY 201900267)**

**Faculty of Science, Trades and Technology**

**Location:** London

**Employment Group**: Admin

**Type of Position:** Full-time

**Hours per Week:** 37.5

**Closing Date:** October 21, 2019

**Note:** This is a full-time Administrative position (37.5 hours per week).

**Duties:** Under the general direction of the Dean, Faculty of Science, Trades and Technology, the Lab Operations Manager is accountable for the effective operation of technical support services to the Faculty in support of the academic learning environment. The incumbent provides direct supervision of technical support staff involved in laboratories and shops, as assigned.

The incumbent, in co-operation with the Dean and Associate Deans, is responsible for lab budget development, all technical supplies and equipment for labs, shops and research, in assigned areas.

Responsible for the coordination of Health and Safety Training for the Faculty, the incumbent will coordinate, lead, design and audit varied initiatives as required by the corporate Health and Safety management systems, and in accordance with relevant Health and Safety legislation and regulations.

**QUALFICIATIONS:**

* Post-secondary 3 year diploma/degree in Technology or a related discipline
* Minimum 7 years of related, progressive work experience is required at the point of hire into this position
* An equivalent combination of education and/or experience may be considered; preference will be given to applicants meeting the education requirements
* Mechanical, electrical, electronics or other trades certificate/designation would be an asset
* Solid skills and experience in pedagogical training, Budget Planning/Management, forecasting and resource allocation, Human Resource Management, Project Management, Health and Safety Management, and industrial experience
* Supervisory experience with strong leadership ability
* Excellent computer skills and knowledge
* Excellent problem-solving, conflict resolution, customer service and communication skills

**While transcripts are not required for the interview, they are mandatory prior to any offer of employment.**

**How to Apply:**

Please visit the Fanshawe College website at:

[**https://jobs.fanshawec.ca/applicants/jsp/shared/Welcome\_css.jsp**](https://jobs.fanshawec.ca/applicants/jsp/shared/Welcome_css.jsp)

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

**Fanshawe College is an equal opportunity employer.  We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.**

**Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.**