

**Laboratory Safety Manager**  
**General Pay Plan**  
**Grade = M**  
**\$40,762 - \$71,844**

**Nature of Work**

The Laboratory Safety Manager at the Marine Laboratory manages the laboratory and ensures operational viability of all university laboratories, systems, and equipment.

**Duties and Responsibilities:**

- Ensures the operational viability of all university laboratories, seawater systems, equipment, and other related systems and equipment, including monitoring and minor maintenance repairs
- Maintain the safety and health compliance of all university laboratory facilities in accordance with university policies and procedures, local and federal mandates
- Collaborate and coordinate with scientists to facilitate research
- Obtain required government permits
- Conduct routine maintenance and repair of laboratories, systems and equipment
- Perform regular environmental monitoring and prepare regular compliance reports
- Co-Chair the Institutional Safety Committee, provide leadership and subject-matter-expertise and guidance on laboratory safety
- Provide expert guidance to the University Research Council
- Maintain administrative, inventory, compliance, and maintenance records of all laboratories and equipment
- Sits on and participates in relevant University and external committees.
- Collaborate with administrative staff for purchases and maintenance requests

**Minimum Qualifications**

- Bachelor of Science or Bachelor of Arts degree from a U.S. accredited institution or foreign equivalent
- Knowledge of aquarium systems
- Knowledge of safety regulations (e.g., OSHA, EPA, ADA, Worker's Compensation, etc.)
- Mechanical skills
- Four (4) years of experience in facilities or laboratory management including laboratory safety and health compliance
- Any combination of work experience and training that provides the essential knowledge, abilities, and skills detailed in the position's duties and responsibilities
- Valid Driver's License

**Preferred Qualifications**

- SCUBA certification to Open Water level from recognized organization



**Eddie Baza Calvo**  
Governor  
**Ray Tenorio**  
Lieutenant Governor

GOVERNMENT OF GUÅHAN  
(GUBETNAMENTON GUÅHAN)

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)

**HUMAN RESOURCES DIVISION**  
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**Anthony C. Blaz**  
Acting Director  
**Alfred F. Duenas**  
Deputy Director

APR 08 2015

HRD NO.: OG-15-079

MEMORANDUM

To: President, University of Guam  
From: Human Resources Manager, Human Resources Division  
Subject: University of Guam Creation of Classified Positions

*Buenas yan Háfa Adai!* This is written in response to your correspondence dated December 1, 2014, requesting our office to update the Government of Guam Classification Listing to include four (4) newly created positions at the University of Guam (UOG) which were approved by the UOG Board of Regents under Resolution No. 14-18. It is our understanding that UOG has provided the required ten (10) business day public notice and no formal written comments were received.

In accordance with your request and the mandates of 4 GCA §4101(d), we have assigned the following Class Codes and have placed it in the government of Guam's Classification and Compensation Class List as follows:

[REDACTED]

Laboratory Safety Manager – **Class Code No.: 4.138**  
**Category V:** Business Regulation, Public Safety & Related  
**Sub-Category A:** Safety Inspection and Administration

Dive Safety and Marine Operations Officer – **Class Code No.: 10.803**  
**Category XI:** Trades, Plant Operation & Related  
**Sub-Category F:** Electronics and Related

Should you have any questions or require additional information, please contact our Classification and Pay Branch at 475-1219/1131/1201/1264.

*Dångkolo na Agradesimiento!*

SHANE G.L. NGATA