



**Facilities Representative 2
(Facilities and Safety Coordinator)
Department of Food Science
Penn State**



Job Number: 70621

Link to Job on Job Website: <https://psu.jobs/job/70621>

Work Unit: College of Agricultural Sciences
Department: Food Science
Campus Location: UP

Announce Start Date: 04/17/2017
Closing End Date: Until Filled

The Department of Food Science is seeking a Facilities and Safety Representative to serve as the primary point of contact on facility and safety related issues for the Erickson Food Science Building and the Berkey Creamery which houses state-of-the-art laboratories, instrumentation, pilot plants, food processing, and storefront facilities used to generate high-impact collaborative research, education and training. Primary duties include but are not limited to: Investigating and coordinating responses for reported building and/or facility problems, direct emergency maintenance/repairs accordingly and provide status updates to appropriate contacts. Initiate work orders and manage assignments for the Service Desk Coordinators. Oversee renovation, construction, and/or capital improvement projects; determine scope of project, cost estimate and estimated time frame to execute projects with Office of Physical Plant and/or outside contractors; review and approve job modifications. Supervise installation, relocation, repair of various equipment/furnishings; maintain inventory of equipment and maintenance agreements. Organize office and/or laboratory moves with OPP. Assist department with facility planning initiatives, identifying space needs and usage issues. Responsible for completing annual property inventory capital equipment audits and the Penn State Ready contingency plan in coordination with key facility stakeholders. Serve as the Emergency contact during all hours for all facility issues. Serve as the Safety Officer enforcing laboratory and workplace safety issues, coordinating annual Environmental Health and Safety lab inspections and reports, disseminating safety related policies and procedures to faculty, staff and students, and identify training needs and arrange for training as required. Coordinate equipment disposition requests with faculty, staff and students; prepare disposition forms and coordinate with Lion's Surplus/Salvage on pick-up. Act as facilities liaison with University officials and offices (EHS, OPP, Property Inventory, Risk Management, Procurement, etc.) and external agencies; assure compliance with applicable regulatory requirements. Serve as the back up to the Creamery Quality Manager in performing or directing bacteriological, compositional, and enzymatic assays on products manufactured in the creamery plant and providing support to Creamery production and personnel. Typically requires a Bachelor's degree or higher plus one year of related experience, or an equivalent combination of education and experience. Preference will be given to candidates with degree in Food Science, Chemical, or

Biological Sciences, or Engineering. Familiarity with standard laboratory and mechanical troubleshooting tools and techniques is necessary. The successful candidate must have excellent interpersonal and customer-service skills and be able to work cooperatively with various levels of faculty, staff and students. Review of applications will begin immediately and will continue until the position is filled. This position requires that you operate a motor vehicle as a part of your job duties. A valid driver's license and successful completion of a motor vehicle records check will be required in addition to standard background checks.

Penn State is committed to affirmative action, equal opportunity, and the diversity of its workforce.