

**ISSUED: 3/13, 10/01
12/00, 2/98, 7/92 & 4/90**

TITLE: <u>Laboratory Animal Leader</u>	SALARY	CLASS
	SCHEDULE: _____	CODE: <u>AS504</u>
UNION: <u>AFSCME</u>	SALARY	EEO
	GRADE: _____	CODE: <u>50</u>
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	FLSA: <u>Non-Exempt</u>	CLASS: <u>AS</u>

POSITION PURPOSE

Oversee, coordinate and participate in various tasks incident to the care, feeding and maintenance of laboratory animals within an animal care facility or facilities at the University.

ESSENTIAL JOB FUNCTIONS

- Coordinate and participate in routine animal husbandry activities to ensure adherence to standards and guidelines set forth by the National Institute for Health (NIH) the American Association for Accreditation of Laboratory Animal Care (AAALAC) the United States Department of Agriculture (USDA) and established research protocols. Oversee, assign and monitor the work activities of subordinate Laboratory Animal Technicians and student animal technicians engaged in the care and maintenance of a variety of laboratory animal species.
- Participate in and oversee a variety of medical procedures; perform diagnostic procedures, administer medications and collect biological samples requiring the utilization and manipulation of a variety of medical apparatus (e.g. syringe, thermometer, Electrocardiogram (EKG), swab, bandage, etc.) as well as specialized techniques and treatments. Monitor post operative status of laboratory animal; evaluate animal condition and report any observed health problem or related emergency situation to clinical veterinarian, research investigator or appropriate supervisor. Maintain related medical charts and records.
- Maintain inventory of animal feed and other related supplies and equipment for assigned area on a weekly basis. Order, receive, and dispense animal feed, bedding and supplies. Transport heavy animal feed and bedding bags using moving equipment to various locations. Provide signatory authority on appropriate animal receiving reports. Identify animals; initiate and maintain applicable charts and records; catch, restrain and cage various extremely light to very heavy animal species ranging in weight from 70g-100 lbs. Maintain daily paperwork and records.
- Oversee repair of or report malfunction of any animal facility equipment, e.g. cagewashers, automatic watering rack, flush units, light-timing units, etc. Access ceiling air filters and vents for cleaning and maintenance. Oversee and maintain auxiliary areas, e.g. treatment, necropsy and cold rooms, food and bedding supply areas. Transport refuse and empty into large outdoor dumpsters.
- Perform various tasks incident to the care and feeding of animals. Assist in the transportation of animals and supplies via motor vehicle. Clean animal cages and pens via water hosing method or automatic machine cagewashing device; mix chemical cleansing solutions and agents (e.g. bleach, acid cleaner, and tri-quat) to disinfect and sanitize cages, pens, pails, bottles and entire work area. Remove soiled bedding and defecation into refuse cans to be incinerated or disposed of in dumpster. Sweep and mop floors using push broom, dry mop or wet-n-dry vacuum. Incinerate deceased animals and dispose of remains accordingly.

- Responsible for assigning and overseeing duties and routines of subordinate laboratory animal technicians and student animal technicians in assigned area. Provide functional supervision; establish work schedules and monitor completion of assigned duties and routines. Instruct in animal health care, handling and appropriate medical procedures and techniques. Recommend selection, termination and disciplinary actions. Provide input on performance evaluations of support staff.
- Participate in continuing education and employee training programs, i.e. yearly two week rotation in laboratory hospital facility. Attend departmental staff meetings. May serve on animal protocol committee. May require rotation through several on-campus and off-campus research facilities and knowledge of proper aseptic techniques for handling immunocompromised rodent colonies.
- Interact with research investigators, clinical veterinarians and other professionals concerning research protocols, medical procedure techniques and other related matters. Notify research investigator or clinical veterinarian regarding any observed changes to animal condition, behavior or appearance; monitor and follow-up as necessary.
- Maintain safe working conditions at all times by using equipment and supplies in accordance with appropriate safety procedures; protect against controllable fairly predictable hazards by wearing safety masks, gloves, goggles, boots, and other protective clothing. Complete work assignments represented by frequent handling and transporting of semi-sedentary to very heavy animal species and other equipment and materials. Maintain multi-specie brooding colonies and appropriate genetic record keeping.
- Laboratory Animal Leaders are considered to be “Essential Personnel” and are required to report during a university emergency closure period.
- Perform related work as assigned.

MINIMUM QUALIFICATIONS

- Graduation from an accredited Veterinary Technology Program.
- Considerable experience and knowledge in the care, feeding and handling of various laboratory species.
- State recognition as a licensed Veterinary Technician preferred.
- Ability to coordinate the work of a moderate sized staff of hourly and full time technicians.
- Possession and maintenance of a valid Michigan vehicle operator's license.
- Ability to transport a variety of extremely light to very heavy laboratory animal species ranging from 70g-100 lbs.
- Ability to perform a variety of medical procedures and treatments utilizing specialized instruments and apparatuses, e.g. syringe, thermometer, Electrocardiogram (EKG), swab, bandage, x-ray and film development techniques.
- Ability to communicate effectively with others.
- Must obtain security clearance.
- Knowledge of National Institute of Health (NIH), the American Association for Accreditation of Laboratory Animal Care (AAALAC), United States Department of Agriculture (USDA) and Institutional Animal Care and Use Committee (IACUC) standards and guidelines.

