



		<b>ISSUED: 6/1/2023</b>
<b>TITLE: Laboratory Animal Leader</b>	<b>SALARY TABLE: AS</b>	<b>CLASS CODE: AS504</b>
<b>UNION: AFSCME</b>	<b>SALARY GRADE: DL05</b>	<b>EEO CODE: 50</b>
<b>JOB GROUPING:</b>	<b>FLSA: Non-Exempt</b>	<b>EMPLOYEE CLASS: AS</b>

**POSITION PURPOSE**

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

<b>Essential Job Functions</b>	<b>% Time</b>
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 Laboratory Animal Technicians engaged in the care and maintenance of a variety of laboratory animal species.	20
Perform various tasks related 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 feces into refuse cans to be disposed of in dumpster. Sweep and mop floors using push broom, dry mop or wet-n-dry vacuum.	20
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, and restrain various extremely light to very heavy animal species ranging in weight from 70g-100 lbs. Maintain daily paperwork and records	10
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.	10
Responsible for assigning and overseeing duties and routines of laboratory animal technicians in assigned area. Provide functional supervision; establish work schedules	10

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

and monitor completion of assigned duties and routines. Instruct in animal health care, handling and appropriate medical procedures and techniques	
Participate in continuing education and employee training programs. Attend departmental staff meetings. May require rotation through several on-campus and off-campus research facilities	10
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	10
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 animals; 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.	5
Perform related work as assigned.	5

## **MINIMUM QUALIFICATIONS**

### **Education**

Graduation from an accredited Veterinary Technology Program or LATG level AALAS certification is required.

Bachelor's degree in a related science field is preferred.

### **Experience**

- Considerable experience and knowledge in the care, feeding and handling of various laboratory species.

Ability to coordinate the work of a moderate sized staff of hourly and full time technicians.

### **Knowledge, Skills and Abilities**

- 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 and satisfactory driving record as determined by University policy.

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- Ability to transport a variety of light to 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, etc.
- 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

### **WORKING CONDITIONS**

Maintain safe working conditions at all times by using equipment and supplies in accordance with appropriate safety procedures; protect against 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

On your feet most of the day

Some exposure to animal noise and odor

### **ADDITIONAL COMMENTS**

- Laboratory Animal Leaders are considered to be “Essential Personnel” and are required to report during a university emergency closure period.