

TITLE: Laboratory Animal Supervisor

SALARY CLASS  
SCHEDULE: Staff CODE: SA519

UNION: Staff Association - Local 2071, U.A.W.

SALARY EEO  
GRADE: 12 CODE: 50

FLSA: Non-Exempt E-  
CLASS: SA

---

**POSITION PURPOSE**

Supervise and coordinate laboratory animal service operations to ensure facilities, equipment and work routines are in compliance with established agency standards, research protocols and also support the teaching and research mission of the University.

**ESSENTIAL JOB FUNCTIONS**

- Supervise and oversee work routines for a large number of subordinate Laboratory Animal Leaders, technicians and temporary support personnel. Establish work schedules and monitor completion of assigned duties and routines. Interview, hire and evaluate technician staff. Train in animal husbandry methods and procedures and other appropriate technical skills.
- Oversee and monitor overall animal husbandry activities incident to the care, feeding and maintenance of fifteen (15) animal care facilities at the University to ensure adherence to standards set by the National Institute for Health (NIH) the American Association for Accreditation of Laboratory Animal Care (AAALAC) and established research protocols.
- Coordinate routine site visits and represent the unit to outside State and federal inspectors e.g. United States Department of Agriculture (USDA), National Institute of Health (NIH), Michigan Department of Agriculture (MDA) and the American Association for Accreditation of Laboratory Animal Care (AAALAC) to ensure the University is in compliance with established animal care standards and regulations. Interact with research investigators, clinical veterinarians and other professionals concerning research protocols, procedures and other related techniques.
- Receive and arrange distribution and transportation of animals, feed, equipment and supplies for facility operation. Maintain related inventory; oversee billing activities and contact appropriate vendor representative to order appropriate supplies.
- Monitor and oversee repair and report malfunction of any animal facility equipment (e.g. cagewashers, automatic watering rack flush units, light timing units, etc). Contact outside vendors or appropriate University personnel for equipment repair or replacement.
- Participate in continuing education and employee training programs. Attend departmental staff meetings as needed.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This classification level involves knowledge of specialized procedures and proficiency in the operation of complex equipment in order to supervise and coordinate overall laboratory animal service operations University-wide. Work activities necessitate considerable experience in the care, feeding and handling of various laboratory animal species (e.g. animal husbandry and/or veterinary technology), knowledge of State and federal agency animal care standards and regulations and leadership ability in overseeing and motivating a large (7-10) subordinate staff. This classification is responsible for monitoring work routines and equipment operation (value) for fifteen (15) animal holding facilities to ensure compliance with accreditation standards. This classification is generally located in the Department of Laboratory Animal Resources (DLAR) in the Division of Research and Sponsored Program Services. This classification reports to and receives work direction from a management level position.

### **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent combination of education and/or experience. Graduation from a two year college with an Associate of Science degree in veterinary technology or laboratory animal science.
- Graduation from an accredited Animal Health Technician program.
- Extensive experience in the care, feeding and handling of various laboratory animal species.
- State recognition as a licensed Animal Technician required.
- Extensive knowledge of and experience in an accredited animal care facility.
- Extensive knowledge of State and federal standards and guidelines, e.g. National Institute of Health (NIH), American Association for Accreditation of Laboratory Animal Care (AAALAC) and United States Department of Agriculture (USDA).
- Some supervisory experience.
- Ability to communicate effectively with others in order to coordinate and motivate the work of a large number of full and part-time technicians.
- Typically, incumbents have held positions as Sr. Veterinary Technician or Veterinary Technician.