JOB DESCRIPTION

Animal Care Supervisor

Definition of Class
This is a supervisory position in which the incumbent coordinates the operations and administrative functions of the University Vivarium. Incumbent oversees facility maintenance and animal care/cleaning activities and is responsible for maintaining records and inventory, purchasing, billing, etc. for the facility. This position reports to the University Veterinarian.

Examples of Work Performed
Provides instructions to animal handlers regarding arriving animals, numbers and species, and housing/care requirements.

- Trains staff in animal restraint and handling, facility sanitation, and operation of facility equipment.
- Coordinates and prioritizes animal care and cleaning activities. Supervises sanitation of facility.
- Inspects and monitors rooms and animal housing equipment for cleanliness and provides feedback to animal handlers.
- Tracks actual and projected use rates of food, bedding, cage wash chemicals, etc. based on animal census, new principle investigations, and new research protocols.
- Monitors condition of caging and caging supplies. Schedules/forecasts replacement of worn caging, arranges for purchase of additional caging as required by new or expanding research projects.
- Stays abreast of national standards and federal regulations regarding consumable supplies, small equipment, new disease and pest management procedures, etc. Writes Standard Operating Procedures for facility and implements new policy.
- Handles all aspects of per diem charges to Principle Investigators for research animals by conducting daily census counts, maintaining census and billing spreadsheet, calculating per diem rates, and billing appropriate Principle Investigators.
- Conducts daily observation of animals. Collects reports of and makes observations of pests and ill research animals. Reports ill/dead research animals to Principle Investigators and/or University Veterinarian. Arranges disposal of dead animals and biomedical waste.
- Collects orders, selects vendors, and schedules ship dates of research animals. Tracks and tags received animals. Handles any discrepancies related to animal purchases.
- Assists in writing budget by preparing budget proposal for facility. Assists in writing facility improvement grants. Recommends equipment for grants and locates prices and vendors.
- Oversees facility maintenance by acting as a liaison with Physical Plant to ensure environmental controls are working adequately. Monitors environmental controls. Schedules service and maintenance of facility equipment and environmental controls.
- Maintains record and filing systems housing Health & Safety, mandatory education, animal ordering/disposition, room maintenance, environmental monitoring, etc. information.
- Maintains scheduling system for surgery and necropsy.
- Performs minor surgical procedures and assists with major surgery. Collects blood, tissue, urine, and fecal samples from animals. Performs routine biomedical screening as directed by University Veterinarian.
Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Coordinates and conducts animal health, pest monitoring program and animal enrichment program.
2. Oversees facility maintenance.
3. Orders research animals for Principle Investigators as well as supplies and small equipment.
4. Supervises and oversees the work of animal handlers.
5. Maintains complex record and filing system.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements of this job include close vision and color vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to stand or walk; and to use hands to finger, handle or feel objects, tools, or controls; and to reach with hands and arms. The incumbent is occasionally required to sit; and to stoop, kneel, crouch or crawl.

**Experience/Educational Requirements:**

- **Education:**
  High School Diploma or equivalent (GED).

AND

- **Experience:**
  Three (3) years of experience related to the above described duties.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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