

Job Code:.....101353  
Position #: (PSA) .... (E)  
Developed by:.....TM  
Reviewed by: . . . . DLJ  
Approved by:.....LK  
Date: . . . . . 04/19

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Facility Manager  
**DIVISION:** Research and Economic Development  
**REPORTS TO:** Director of Research Integrity  
**GRADE:** 11  
**SUPERVISES:** Technicians II, Technician I, and Technician I (Laboratory Animal Care)

**BASIC FUNCTION:**

Function as subject matter expert with comprehensive knowledge and detailed understanding of procedures and practices associated with animal care, in-vivo research, husbandry and managing an animal facility. Direct the daily operation of animal care areas according to standard operating procedures (SOPs) to ensure a quality animal care program to support research and teaching. Develop, test and revise SOPs. Assess the need for capital equipment/improvements, supplies/services, and take appropriate action within budgetary parameters. Work directly with the principal Investigators to meet needs to animal space. Work directly with Facilities, Environmental Health and Safety, Capital Projects as well as outside vendors, to maintain all animal, facility, and census records. Manage and develop the animal care technicians to ensure they are providing quality animal care for all research animals. Ensure that all animal care technicians are properly trained in all aspects of their position. Assume overall responsibility among the animal care technicians for the weekly routine. Direct the activities of three or more full-time staff with authority to evaluate performance, discipline and recommend termination.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Maintain the animal facility to meet the standards of the U.S. Department of Agriculture Animal Welfare Act, the Guide for the Care and Use of Laboratory Animals, and other state, federal and local animal welfare laws and regulations.

Develop and implement schedules for equipment maintenance, cage changing and sanitizing equipment, rooms and corridors. Initiate facility maintenance needs, updates and general repairs.

Order feed, bedding and supplies and maintain sufficient inventories to meet the needs of the animal care area.

Interpret and communicate SOPs to the staff and holds staff accountable for following SOPs.

Suggest changes to improve the efficiency and quality of animal care. Identify problems and develop and implement solutions.

Collect and maintain weekly and monthly animal census records.

Plan and coordinate the activities of the animal care staff. Schedule the unit's work and take responsibility for its completion.

Conduct on-the-job training and orientation for new animal care staff. Participate in training sessions both as a student and teacher.

Evaluate the performance of the animal care staff. Take corrective action if standard policies are not being followed.

Utilize knowledge of animal husbandry and, as needed, perform the duties of all staff working under his/her supervision

Monitor the health status of research animals and arrange for veterinary care if needed.

Perform routine procedures including bleeding, anesthesia, restraint, euthanasia, vaccination, etc.

Maintain responsibility for conducting routine inspections and readiness rounds for semi-annual inspections as well as unannounced USDA inspection.

Since this position is defined as essential personnel, must report to designated work location to ensure the operation of essential functions or departments during an emergency, as determined by the University, or when the business has suspended operations.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Relevant laboratory equipment, personal computers and printers, word processing, database and spreadsheet software. Animal cages and heavy supplies (approximately 30 lbs.)

**ENVIRONMENTAL CONDITIONS:**

The potential exists where there is exposure to unpleasant odors, chemicals, drugs, radioactive isotopes, animal waste and the possibility of animal bites. This position is subject to both inside and outside work and extreme cold and hot temperatures can be encountered.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree in a scientific or life sciences discipline; Minimum of five years related experience (i.e. working in an animal care facility, etc.); Demonstrated ability to obtain AALAS certification at Laboratory Animal Technologist (LATG) level within one year of employment; Demonstrated supervisory experience; Demonstrated problem solving and leadership skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated

proficiency in written communication skills; Demonstrated knowledge of personnel management and daily operation of an animal facility; Demonstrated knowledge of laboratory animal behavior, anatomy and physiology; Demonstrated experience with rodent breeding and colony maintenance; Demonstrated familiarity with the guidelines set forth by the Federal Government for the care and use of laboratory animals; Demonstrated experience conducting routine inspections; Demonstrated experience conducting readiness rounds for semi-annual inspections and unannounced USDA inspections; Demonstrated ability to lift animal cages and heavy supplies (approximately 30 lbs.); and, Demonstrated ability to work with diverse groups/populations. Must be able to work weekends and holidays, as necessary. Must be able to respond to emergencies (i.e., on-call.)

**PREFERRED:** AALAS certification as a Certified Manager Animal Resources (CMAR); and, Demonstrated veterinary technology work experience.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**