



## Lead Animal Laboratory Technician Job Description

### JOB INFORMATION

Job Code:	185713
Job Title:	Lead Animal Laboratory Technician
FLSA Status:	Non-Exempt
Supervisory:	Leads one or more employees performing similar work.
Job Family:	Animal Resource
Job Family Group:	Research and Clinical Support
Management Level:	7 Individual Contributor

### JOB SUMMARY

Performs increasing complex duties involving the responsibility for husbandry of animals for experimental use and the maintenance of the associated animal housing facilities. Assists with managing daily operations of animal resource facilities for an assigned area and evaluates animals for health and welfare on a daily basis.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Associate's degree	
	X	Bachelor's degree	

#### Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

#### Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 years	

#### Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		ALT Certification and experience in veterinary hospital kennel or animal research laboratory.
	X	Laboratory Animal Technician or Laboratory Animal Technologist certification by the American Association of Laboratory Science.

#### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Assists with managing daily operations of animal resource facilities for an assigned area, ensuring that animals are provided care in accordance with state and federal regulations to promote physical and psychological well-being and minimize discomfort. Distributes food and water to animals, cleans and maintains cages and equipment, and documents activities as required by regulations. Assists Supervisors in ordering materials and supplies and serves as a lead technician for animal species or colonies requiring specialized care procedures.				
Assists Supervisor with assigning schedules and prioritizing workloads Sets appropriate deadlines. Monitors employee performance when needed by the Supervisor. Ensures timely completion of unit's work.				
Evaluates animals for health and welfare daily. Communicates animal health or welfare problems to veterinary staff and the Principal Investigator. May assist supervisors and veterinary staff members in developing quarantine or treatment plans in cases of disease outbreak. Provides humane euthanasia to animals as needed to minimize pain and distress and for colony maintenance, according to established protocols.				
Assists senior staff with handling animals during procedures. Manages a complete vivarium area as assigned. Assists with the overall quality assurance program for animal care and facilities management. Provides leadership, guidance and training to other employees performing similar work within unit, as assigned. Assists supervisors in scheduling, assigning, and prioritizing workloads and setting appropriate deadlines. Assists in monitoring employee performance on day-to-day basis.				
Performs routine cleaning of animal cages and associated animal care equipment. Maintains cleanliness and organization of cages, equipment, and facilities. Provides environmental enrichment to animals, including exercise of larger animals as needed. Assists supervisors and veterinarians in developing, evaluating, and implementing enrichment plans for each species. Assists supervisor, facility manager, and veterinarians with outbreak management by moving equipment, cleaning rooms, and setting up bio security measures. Provides training and guidance to other staff members as required.				
Maintains animal records and records of facility cleaning and sanitation procedures, facility environmental conditions, and use and maintenance of equipment. Ensures records are available to regulatory authorities. Maintains inventory of storeroom supplies. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
Yes	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties

at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.