Classification Specification for Unclassified Service

**Title**  Team Leader Cage Sanitation Areas               **Pay Scale Group:**  89A

**Essential Functions:**
Under direct supervision from an area vivarium supervisor, maintain sanitation quality control programs for a variety of animal species, housing systems, and equipment following Standard Operating Procedures (SOPs).

**Characteristic Duties**
Perform duties of Laboratory Animal Aide (LAA) position plus:

1. Ensure all Occupational and Environmental Health and Safety aspects of cage sanitation areas meet departmental, university, local, state, and federal requirements. Functions include but are not limited to:
   a. verifying emergency safety operation functions of cage washers (tunnel and rack washers) and bulk autoclaves are in good working condition
   b. verifying operation of eyewash/safety showers are performed and documented monthly
   c. verifying dump station pre-filters are changed as scheduled
   d. verifying appropriate personal protective equipment (PPE) is utilized by staff
   e. perform and document training/retraining of LAAs, Laboratory Animal Technicians (LATs) and student workers on safe operation and emergency procedures of cage wash equipment
2. Schedule annual respirator clearance evaluation/fit testing and hearing conversation for LAAs and student workers
3. Provide oversight to ensure all required university and departmental training for LAAs and LATs is completed and documented
4. Assist vivarium supervisor with the Sanitation and Equipment Emergency Maintenance term contract selections
5. Perform microbial testing for efficiency of the sanitation procedures
6. Ensure all cage sanitation areas meet the requirements set forth by the Institutional Animal Care & Use Committee (IACUC) semi-annual facility inspections, United States Department of Agriculture (USDA) annual inspections, the Association for the Assessment and Accreditation of Laboratory Animal Care International (AAALAC) triennial site visit, and the Office of Laboratory Animal Welfare Public Health Service (PHS) policy
7. Review cage wash equipment temperature verification indicators to ensure the appropriate temperature is reached to attain sterilization
8. Ensure cleaning of cage sanitation equipment is performed as scheduled
9. Monitor chemical usage in cage washers by chemical titration and request, when needed, transportation of chemicals to the appropriate sanitation centers
10. Perform monthly inventory of chemicals and supplies used in cage sanitation areas; Submit chemical and supply order requests to area vivarium supervisor
11. Prioritize cage, equipment, and supply processing to ensure adequate inventory at each vivarium to facilitate animal care operational needs (including research support)
12. Under the direction of the area vivarium supervisor, coordinate adequate staff coverage for all aspects of cage sanitation areas
13. Under the direction of the area vivarium supervisor, schedule biannual sanitization of cage sanitation areas
14. Act as a team coordinator for small projects, creating a collaborative and respectful team environment for improving workflows
15. Schedule departmental vehicle preventative maintenance service appointments
16. Provide supervisor with recommendations regarding staff work assignments and training
17. Participate in the interview process and provide recommendations when hiring LAAs and student workers
18. Perform related duties as assigned based on departmental needs

**Minimum Qualifications:**

- Must have a high school diploma or GED with five (5) years’ experience working in cage wash area of a research animal facility two (2) of the last three (3) working years should be in cage wash. Experience needed with specialized mechanical cage wash equipment. Training/certification in IVC rack repair & maintenance required within one (1) year. Experience leading small training programs preferred. Must pass a physical examination prior to starting employment. Must have the ability to lift up to 50 pounds. Some positions may require a current valid driver’s license with an acceptable driving record.