



Job Title: Animal Care Manager
Department: Animal Care
Reports to: Animal Care Program Manager
FLSA Status:
Pay Grade:

JOB SUMMARY:

The Animal Care Manager is responsible for managing multiple aspects of the animal care program and facilities, by maximizing resources, increasing productivity and ensuring schedule adherence to accomplish company goals. He/she performs all necessary supervisory functions to effectively and efficiently manage the Animal Care staff and ensure proper training of personnel.

DUTIES AND RESPONSIBILITIES:

- Works closely with the, Veterinarians, Animal Care Program Manager, Maintenance Department and the Government Project Director to ensure that the personnel are in compliance with the AGI Animal Care Program and SOP's.
- Work with the AGI Animal Care Program Manager and Human Resources Manager to ensure proper staffing and resolve any personnel issues.
- The position of the Animal Care Manager will be to facilitate throughput, minimize constraints, and control costs of the Animal Care Program by:
 - At all times considering the welfare of the animals.
 - Maximizing human resource efforts through proper training and instituting of benchmarks for completion of task.
 - Coordination of daily work schedules and activities for the Animal Care Team
 - Not incurring overtime during any pay periods.
 - Directing excess capacity of human resources to areas that produce maximum profits for the Company.
 - Following the directives of Management while continue to achieve the highest quality Animal Care
 - Bring forward new practices and procedures that may improve efficiency and care of the animals to the Animal Care Program Manager.
- Provides strategic, expert advice and consultation on the design and implementation of effective animal care processes and oversight.
- Effectively manage Company resources and ensure efficient operations of animal care operations with minimal staff resources
- Perform proper training of animal care personnel to follow company Standard Operating Procedure of animal care duties
- Participates in and/or facilitates various animal care management and research tasks and participate in planning and procedural development decisions.
- Participates in the development, organization, and implementation of short- and long-range goals, objectives, policies, and operating procedures; monitors and evaluates program effectiveness and in consultation with the Animal Care Program Manager; effects changes required for improvement.
- Communicates regularly with Managers regarding the status of current project initiatives; obtains executive guidance and approval as required to advance initiatives.
- Conducts him/herself with professional behavior and language at all times, setting an example for all animal care staff
- Manages the animal shipments and ensures prompt and accurate product delivery according to AGI SOPs
- Assist with animal relocation and group formation, as required
- Manage the inventory and order supplies through the AGI purchasing agent
- Monitor the fuel levels (propane, gas, diesel) to ensure there is adequate supply to continue the operations

- Works with the AGI Maintenance department to ensure that animal holding facilities are secure and safe for the colony animals
- Assist the Animal Care Program Manager with assurance of regulatory compliance. Responsible for preparing the animal facilities for inspections and making corrections.
- Submit bi-weekly employee time sheets and attendance reports to the HR office
- Attends local or national training as requested

DAILY TASKS:

- Manages and coordinates the daily operation of animal care facilities within the Animal Care Program; plans and directs the work of supervisors and subordinate staff.
- Supervises two or more full-time employees (assistant managers or supervisors) and up to 30 animal care technicians on a regular basis.
- Makes decisions regarding evaluation, promotion and termination of employees, or makes related recommendations to the Animal Care Program Manager.
- Keep Animal Care Program Manager aware of the need for purchases. Ensure that requests for supplies and services are placed in a timely manner.
- Establishes and develops procedures for the animal care process and daily operations in accordance with policies and procedures set forth by the company and outside governing agencies.
- Inspects animal facilities to ensure humane care and use of animals in research; ensures that all animal facilities are maintained in compliance with accreditation standards.
- Prepares weekly reports concerning departmental work activities, progress, status and special reports for the Animal Care Program Manager or governing agencies if necessary.
- Perform check of every area of the facility at a minimum of once per week
- Ensure logs maintained by Animal Care Staff are complete and in accordance with the training regime
- Take part and oversee the capture of animals that escape from primary enclosures.
- Receive training and secure proficiency in proper use of the dart gun for animals requiring sedation for capture.
- Trains employees engaging in animal research with regards to local, state and federal guidelines and regulations pertaining to proper care and use of animals.
- Engages in human resources related activities including, training and development of staff and employee relations activities.
- Advises Senior Management on current animal activist problems and animal care issues to ensure adequate security of animal facilities.
- Represents the company, at meetings and conferences.
- Interprets implements, develops and/or recommends changes to rules, regulations, policies and procedures set forth by the company or outside governing agencies.
- May provide animal health care under the direction of a veterinarian.
- Draw up and distribute syringes for sedation and maintain sedation log.
- Assist Quality Assurance and in their absence be responsible for operation of Cage Washer/Boilers (YPC), Cage Cleaning Monitoring, and Animal Capture.
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- Inventory and submit purchase requisitions
 - WEEKLY
 - Quarantine Supplies (suits, boot covers, caps)
 - Enrichment supplies (snaps, buckets, bags, etc.)
 - Chemicals (detergents, degreaser, bleach, etc.)
 - Equipment (rakes, shovels, hose, locks, power washers, etc.)
 - Rock/sand/bedding
 - PPE (coveralls, arm covers, etc.)
- **Performs other job-related duties as assigned**

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Minimum 5 years experience in the care of nonhuman primates (NHPs) Skill in organizing resources and establishing priorities.
- Knowledge of project management principles, practices, techniques, and tools.
- Group facilitation, mediation, and conflict resolution skills.
- Ability to develop, plans, and implement short- and long-range goals.
- Strong interpersonal skills and ability to deal effectively in a team environment.
- Skill in the use of personal computers and Microsoft Office applications.
- Ability to analyze complex problems, interprets operational needs, and develops integrated, creative solutions.

SUPERVISORY RESPONSIBILITIES:

Supervisors up to 30 Animal Care Team Members. Works to encourage teamwork and group coordination at the primate centers.

EDUCATION:

Bachelor's degree in biology, chemistry, or other physical science and at least 5 years experience working with NHP's.

An equivalent combination of education and experience may be accepted as a satisfactory substitute for the specific education and experience listed above.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

LAT or LATG level AALAS certification within 1 year of hire, South Carolina Driver's License or equivalent

LANGUAGE SKILLS:

Ability to read and interpret documents, including research reports and protocols, standard operating procedures, and other instructions. Ability to communicate in writing to all levels of employees, including Managers and senior staff.

REASONING ABILITY:

Must be able to make decisions relative to animal clinical care and must know when to contact the Staff Veterinarian. Must have sufficient skills and abilities to know when there are problems within primate groups and be able to work with appropriate personnel to stabilize groups. The individual must be able to deal with a wide diversity of problems, to propose resolutions, and to implement approved resolutions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodations. While performing the duties of this job, the employee is regularly required to stand, walk, lift, and reach. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Additionally, the employee must be able to distinguish colors.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, with or without reasonable accommodations. While performing the duties of this job, the employee is regularly exposed to wet inclement weather, including cold, heat with high humidity, and precipitation. The noise level is usually moderate. The job requires the ability to direct those catching animals in safe and proper procedures, and to catch small to medium-sized animals without supervision. Occasional lifting of up to 50 lbs. May be required. Work hours are 8 hours per day, five days per week. There will also be overtime required as well as weekend and evening work based on Company needs.
