

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: MANAGER, VET SCIENCES FACILITIES & ANIMALS**

**Reports To:** Designated Supervisor

**UW Job Code:** 3004

**UW Job Family:** 36 - Agriculture Extension and Research

**SOC Code:** 29-2056

**FLSA:** Exempt

**Pay Grade:** 19

**Date:** 5-1-07

### **JOB PURPOSE:**

Manage the security and facility operations of a BL-2 containment center, and manage the care, feeding, restraint, and euthanasia of research animals for research and diagnostic lab procedures of domesticated and wildlife animals, large and small, at the Wyoming State Veterinary Laboratory for Veterinary Sciences.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Maintain healthy environment, including sterilization/incineration of feed by-products, bedding and equipment; monitor and reduce traffic patterns through environmental controls reducing cross-contamination; sanitation requiring special techniques, which provide for comfort and safety of research animals.
- Coordinate/participate with department head and principal investigators in planning and supervision of research projects; establish standard operating procedures, plan work schedules, assist with facility security issues; maintain equipment, tools and supplies.
- Develop short and long-range goals for the animal facilities.
- Ensure the full operation, maintenance, repair, and troubleshooting of animal facility, isolation building, incinerator and ventilation; provide cost estimates for maintenance and/or repair services.
- Provide data collection and maintain up-to-date records in compliance with local, state, and federal statutes and regulations (USDA; IACUC and NIH).
- Provide proper nutrition for animals through quality assurance and quality control protocols.
- Conduct daily observations noting health status, subtle changes in animal behavior, physical appearance, or daily activities of research animals.
- Conduct and assist with immobilization training and other associated animal restraining techniques.
- Liaison with local, state and federal law enforcement on physical security and collaboration on research projects within other departments as well as outside of the department.
- Purchase and maintain inventory of supplies, equipment and feed, as well as prepare recommendations for repairs and purchases of same.

- Formulate feed rations; provide proper nutrition for livestock.
- Identify diseased and/or injured livestock; perform prescribed treatment including vaccinations, specific feeding regimen and euthanasia, when necessary.
- Maintain inventory of supplies and feed; assist with purchases and budgeting for ranch/farm operations, as directed.
- Assist faculty, staff and student researchers, as required.
- Detect estrus cycle and artificially inseminate female livestock.
- Inspect and confine pregnant animals.

#### **SUPPLEMENTAL FUNCTIONS:**

- May transport research and diagnostic animals, and perform occasional field necropsies.
- Responsible for turf, tree and shrub care including plant, prune and trim, spray and fertilize.
- Provide snow removal for research facility.
- Routine welding, building, and repair of large and small animal facilities.
- Maintain irrigation system for lawn area including fall cleaning and gravel maintenance.

#### **COMPETENCIES:**

- Attention to Detail
- Safety Awareness
- Strategic Planning
- Individual Leadership
- Collaboration
- Technical/Professional Knowledge

#### **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **1 year work-related experience**

Required licensure, certification, registration, or other requirements:

- **Valid driver's license**
- **Valid Wyoming Commercial Pesticide Applicator's license**

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Animal science and crop science theory, methods and practices.
- Proper agronomic and horticulture practices including, but not limited to tillage, planting, irrigation, harvest and pesticide or herbicide applications.
- Livestock and wildlife feeding methods and techniques.
- Animal reproduction cycles, including estrus and pregnancy.
- Symptoms of illness/disease/injury in domesticated, research, and wildlife animals.
- Proper techniques in facility security procedures and research/wildlife animal handling.
- Feed ration formulation.

- Inventory control processes, procedures, and techniques for supplies, equipment, and feed.
- Labor and delivery methods for wildlife and domesticated animals, large and small.
- Processes and techniques in maintaining area cleanliness for disease control.
- General farm/ranch procedures including safe equipment and facility operations.
- Applicable University, federal, state and local laws and regulations.
- General range and research facility management.
- Welding techniques, processes, and procedures.
- Pesticide application processes and procedures.

Skills and Abilities to:

- Formulate rations and feed research animals according to prescribed procedures.
- Detect estrus in females.
- Detect illness/disease/injury in research animals, large and small, domesticated and wildlife.
- Provide proper nutrition to livestock.
- Perform prescribed treatments for detected illness and injury in research animals.
- Assist faculty, staff and student researchers with research projects.
- Assist with purchasing and budgeting for animal facility, isolation building, incinerator and other facility operations.
- Artificially inseminate female research animals.
- Inspect and confine pregnant research animals.
- Operate a computer to keep accurate records pertaining to research operations concerning research animals such as pasture utilization, facility maintenance, weight, breeding, and feeding and illness records.
- Perform specialized processes, such as vaccination, semen collection and/or breeding, fencing, irrigating, and haying.
- Move up to 100 pounds regularly.
- Assign and direct the work of others, including supervision and project management.

**WORKING CONDITIONS:**

Diagnostic research laboratory environment; constant moving of up to 100 pounds; regular exposure to vapors, fumes, dust, and noise; subject to mechanical, chemical, electrical, and other hazards associated with animal, domesticated and wildlife, care, including biohazards. May be exposed to fire or explosives; some work is done in confined areas.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.