PEA Job Description

1. Position Identification

<table>
<thead>
<tr>
<th>Position Number</th>
<th>993335</th>
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<tbody>
<tr>
<td>Position Title:</td>
<td>Senior Registered Laboratory Animal Technicians (RLAT) Aquatic Operational Support</td>
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<tr>
<td>Department:</td>
<td>Office of Research Services</td>
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<tr>
<td>Reports to:</td>
<td>Animal Husbandry Coordinator</td>
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<tr>
<td>Number of Direct/Indirect Reports</td>
<td>Direct: 1 Indirect: 1 - 4</td>
</tr>
<tr>
<td>Classification Level</td>
<td>SG7</td>
</tr>
<tr>
<td>Last Updated</td>
<td>December 2019</td>
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2. Position Summary

The Office of Research Services (ORS) supports the research mission of UVic, to benefit society through the advancement and application of knowledge, creative and artistic expression, and the creation of a research inspired learning environment. The Office of Research Services provides services to faculty in support of their research, including providing information about research opportunities, support for developing research proposals and setting up projects including account set-up and the required regulatory approvals.

Within the Office of Research Services, Animal Care Services (ACS) supports students, researchers and society by providing excellence in care to all species of animals involved in research and teaching at the University of Victoria.

Reporting to the Animal Husbandry Coordinator, the Senior RLAT Aquatic Operational Support is responsible for knowledge of mechanical systems and husbandry for aquatic species. This knowledge is applied to facilitate research and to provide or supervise the provision of daily operational support of research animals at the University of Victoria's Aquatic Units.

Recognizing the inherent sensitivities around research with animals, ACS team members are expected to uphold the highest standards as they relate to ethical research and confidentiality. As a senior member of ACS staff, this position represents the department and demonstrates a high standard of professionalism at all times as a reflection of our overall mission.

To effectively support operational requirements, this position is required to work a modified schedule and are tertiary call-out contacts in the event of mechanical failure and urgent animal health and welfare emergencies. Willingness and ability to be flexible in working evenings and weekends is required.

These positions work in a lab environment where there is a hazard of Laboratory Animal Allergy. There are mandatory requirements in place to minimize/eliminate the hazard, such as enrolment in the UVic Allergy Awareness program (requiring baseline and annual pulmonary function tests); adherence to WorkSafeBC requirements (including the appropriate use of and to be clean-shaven while wearing a respirator).

Based on departmental workload requirements, the Senior RLAT Aquatic Operational Support will work with mammalian species on occasion. As this position has hands-on roles working with both aquatic and mammalian animals, the Senior RLAT is required to maintain no known allergies to rodents, rabbits, or aquatics species, or materials used for their housing and care.
## 3. Key Responsibilities and Expectations

<table>
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<tr>
<th>Key Responsibilities. % of time</th>
<th>Expectations:</th>
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| Daily monitoring and maintenance of animals & performance of husbandry duties (60%) | • Complete daily mechanical checks of aquatic housing and containment and control systems ensuring they are operating within normal parameters; investigate abnormalities to identify source of problem; repair or request technical support from technical specialists (e.g. service providers or Animal Care technicians).  
• Respond to mechanical emergency breakdowns involving housing systems and mechanical systems (e.g. pumps, chillers, water lines).  
• Perform daily monitoring and husbandry procedures to ensure that feed, water, supplies and environmental conditions are safe and appropriate for research animals.  
• Evaluate health and condition of animals by visual inspection.  
• Operate, maintain and make minor repairs to aquatic-related equipment (e.g. portable chillers, dosing systems, lighting).  
• Identify abnormalities in animal health and notify Animal Health Technician (AHT) on duty in a timely manner according to Animal Care Services policies and procedures.  
• Identify abnormalities in environmental conditions or equipment, remediate when safe and appropriate. Refer to subject area experts (internal or external to department) when immediate remediation not possible.  
• Document and report abnormalities in animal health, environmental conditions or equipment following Standard Operating Procedures (SOPs). Use an electronic system to monitor and manipulate multiple mechanical systems for repair, maintenance, and emergencies.  
• On occasion, work with mammalian species performing husbandry duties and operational support as needed. |
| Research Services (15%) | • Provide one of the primary points of service contact for researchers undertaking research with animals at the University of Victoria.  
• Develop and deliver training programs effectively to ensure proficiency and procedural compliance by staff and researchers.  
• Respond to service requests in a timely and professional manner, providing effective follow-up communication to ensure clarity of requests and response.  
• Develop and deliver professional, informative and accurate service bulletins, newsletters or other communication tools to educate and inform researchers and stakeholders of ongoing or changing procedures and policies.  
• Following University policies troubleshoot operational support-related service issues effectively by leveraging internal and external resources to meet the client’s needs.  
• Assist researchers with the preparation of Animal Use Protocols for the Animal Care Committee (ACC). |
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<tr>
<th>Operational support administration (10%)</th>
<th>Staff supervision (10%)</th>
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| • Assist instructors with the planning and preparation of teaching laboratory sessions.  
• Professionally represent ACS and/or UVic as a delegate at internal and external meetings, conferences and presentations. | • Source and order operational support-related materials and supplies including chemicals, detergents, cleaning equipment, office supplies, uniforms, janitorial supplies, personal protective equipment, and quality control measuring hand-instruments and reagents.  
• Perform and document daily, weekly, monthly, annual and as-needed quality control measurements associated with daily operations.  
• Develop and update standard operating procedures and quality control assessments for all operational support-related tasks.  
• Develop and update continuing review programs to ensure operational support-related procedures meet national guidelines.  
• Provide in-depth technical review of proposed new operational support-related materials or equipment.  
• Develop or update training programs for operational support-related topics including operation of support equipment (e.g. small-scale chillers, pumps and heaters, autoclaves, equipment).  
• Provide subject matter expert contribution to documentation associated with scheduled or unscheduled visits by regulatory agencies including the Canadian Council on Animal Care (CCAC), the Canadian Food Inspection Agency, and the Capital Regional District.  
• With the assistance or direction of the Veterinary Director and Husbandry Coordinator, liaise with internal and external service providers to facilitate maintenance and repair of operational support-related equipment.  
• Liaise with supervisors and colleagues to produce and/or update cross-departmental emergency response plan.  
• Liaise with supervisors and colleagues to develop/update and implement operational efficiency plans.  
• Develop or update documentation and reporting procedures for equipment maintenance, malfunction, failure and repair following departmental procedures.  
• Provide regular reporting on facility operations to Animal Care Committee. |
| • Hire, mentor, encourage, train, supervise and evaluate a small unit of staff members within the Animal Care Services (ACS) department.  
• Provide input into the evaluation of staff members with cross-departmental responsibilities.  
• Seek feedback from clients to evaluate departmental effectiveness and provide recommendations for operational or service delivery improvements.  
• Actively build relationships across the department and with stakeholders and clients. |
- Participate in intra-departmental meetings and provide input on University-wide research issues, including animal research and welfare.
- Effectively communicate departmental and University policy and strategy to ensure alignment.

### Medical observation and minor treatments (5%)
- Carefully assess animals identified as abnormal/unhealthy and document findings.
- Notify Veterinarian or AHT on duty of ongoing condition of unhealthy animals following standard operating procedure.
- Under the direction of the AHT or Veterinarian, carry out minor medical treatments following standard operating procedures or technical guidelines.
- Document observations and treatments following standard operating procedures or operational guidelines.

### 4. Classification Factors:

#### Problem-Solving:
Solutions require a strong knowledge of interconnected aquatic mechanical systems (e.g. chillers, protein skimmers, sand filters, dechlorination systems) and the ability to understand how each system affects one or more others in order to effectively resolve an issue while minimizing impact to animal life, animal health and research continuity. Similar problems are generally described in the scientific or trade literature however critical thinking, evaluation and interpretation are required for specific system problems in coordination with internal and external experts. Generally, industry and regulatory guidelines and procedures can be relied upon, however there are times when research projects require modified solutions or creative methods of using existing equipment, for example, modifying existing housing to suit the needs of fish species with widely varying environmental needs.

The Senior RLAT is expected to be proficient with literature searches using scientific publication databases (e.g. PubMed), published textbooks and the internet, and will leverage industry contacts and colleagues at other institutions to find information that may not readily or widely be available on operational support-related topics.

The Senior RLAT is expected to be able to troubleshoot minor failures in operational support-related equipment, (e.g. water quality instrument malfunction, biofiltration unit failure, door alarms), identify when expert assistance is required, and liaise with experts once they are engaged.

#### Responsibility for Financial & Material resources:
Each Senior RLAT maintains the petty cash account ($100), recommends moderate purchases with industry-related specifications, is responsible for the maintenance of hand instruments, cleaning supplies, personal protective equipment, and uniform inventories (approximately $5 – 10K), and maintains the inventory of operational support equipment, materials and supplies to meet client requirements.

The Senior RLAT recommends purchase of operational support-related equipment, repairs to larger pieces of equipment, and is responsible for supervising the upkeep of the mechanical rooms, storage, and shipping and receiving areas.

#### Responsibility for Human Resources:
Provides direct, formal supervision to 1 Animal Care Service Worker, work/study students (possibly 1-2 per semester), and practicum students (1 – 3 per semester) from partner institutions (e.g. Vancouver Island University). Administrative duties and procedures will follow well-established departmental norms, and rely upon University policies and procedures.
The Animal Husbandry Coordinator directly supervises the Senior RLAT with high-level guidance. The Senior RLAT is expected to work with minimal supervision on a day-to-day basis, and generally with no supervision on the weekends, on holidays, and after normal business hours.

The Senior RLAT provides supervision to employees across the department in the absence of another Senior RLAT, evaluates and contributes to the selection of direct reports, and provides input into selection and evaluation of other ACS departmental staff members.

The Senior RLAT provides knowledge within an area of expertise and is expected to maintain and share their knowledge collaboratively, through working group meetings, events and other activities in support of animal care issues, including contributions to the University’s Animal Care Committee and its subcommittees.

**Impact of Decisions and Actions:**
Individual actions and decisions have a major impact on the objectives and/or results of specific research projects and departmental programs and services and a moderate impact to the success of the University of Victoria’s community of researchers using animal models. The Senior RLAT is responsible for establishing CCAC guidelines-based operational support programs and documenting procedures and activities that are carried out under ACC-approved protocols. Failure to meet guidelines may have an impact in the University’s certification of Good Animal Practice with the CCAC, thus affecting the University’s eligibility for Tri-Council funding.

**Independence:**
Work requires the development of methods, practices and procedures within broadly defined policies.

The Senior RLAT is responsible for monitoring changes in industry and regulatory agency policies and procedures, requiring regular review of the scientific literature and electronically published material from the regulatory bodies. Within the framework of the ACC, the Senior RLAT recommends and contributes to changes in departmental policy and procedure that are generally approved by supervisors and the ACC.

The Senior RLAT determines scheduling of day-to-day tasks for direct reports, and cross-departmental tasks, to some extent. The Senior RLAT determines whether operational support-related equipment can be remediated internally, or whether external resources are required.

### 5. Summary of Qualifications:

An undergraduate degree in a related field (e.g. Biology, Biochemistry, Microbiology) with a minimum of three years closely related experience, including experience working in an aquatic animal research or aquaculture facility. Equivalent combination of education, training and experience will be considered.

**Knowledge requirements:**
In-depth housing systems and small to medium-scale operational support equipment for fish, aquatic, semi-aquatic and terrestrial amphibians, reptiles and invertebrate aquatic animals including containment systems, ancillary equipment (e.g. portable chillers, small scale pumps, heaters, air lines, dosing systems, lighting systems), quality control equipment, procedures and operational efficiencies appropriate for a wide variety of species is mandatory.

**Further requirements:**
- RLAT certification with the Canadian Association of Laboratory Animal Science (CALAS) within one year of hire. Maintaining certification status is mandatory.
• Demonstrated strong leadership/supervisory, organizational, and client-focused service skills.
• Superior communication and time management skills.
• Proficiency with information/communication technologies (web searches/email/word processing/spreadsheets).
• Discretion, discernment and confidentiality.
• Ability to work outside normal business hours to respond to mechanical emergencies and support animal life support and research continuity.

Preference:
• Experience working in a post-secondary institution.
• Experience working in a regulatory environment.
• Training, education or experience working with both recirculating and flow-through water systems.
• Formalized training in fisheries and aquaculture (e.g. diploma program graduate) is an advantage.
• Demonstrated mechanical aptitude through employment or education experience is considered an advantage.
• Experience or formalized training in project management is considered an advantage.

Employee’s Signature: ___________________________ Date: ________________

Manager’s/Supervisor’s Signature ___________________________ Date: ________________