

BOARD OF REGENTS STATE OF IOWA

REGENT MERIT SYSTEM

Class Title: Animal Caretaker I

Class Code: 7611

Pay Grade: 204

GENERAL CLASS DESCRIPTION:

Under direct supervision, performs the work necessary in handling, feeding, and caring for animals and animal facilities in compliance with federal, state, and/or university regulations.

CHARACTERISTIC DUTIES & RESPONSIBILITIES:

1. Feeds and waters animals including the mixing and preparing of feed for standard or special diets. Weighs animals, keeping records on weights of feed and animal in coordination with the feeding program. Grooms, handles, and restrains animals.
2. Checks newly purchased animals for conformance to order specifications.
3. Cleans and disinfects animal enclosures, isolation rooms, buildings, and equipment, adhering to established policies for maintaining pathogen free environments and containment of animals exposed to infectious diseases.
4. Operates mechanical equipment, such as autoclaves, ventilated racks, and cage washers. Checks for and reports failures in heating and ventilation systems to supervisor.
5. Observes animals for signs of phenotype, illness, injury, or stress. Reports observations to supervisor.
6. Assists in routine veterinary treatments or restraint of animals for experimental purposes.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated to the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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7. Maintains and performs minor repairs to animal equipment, enclosures, and animal facility. Reports major building repairs or malfunctions to facility supervisor.
8. Transports animals, equipment, and supplies using carts or motorized vehicles.
9. In agricultural setting, may operate farm machinery such as tractors, manure loaders and spreaders, feed grinders, and related equipment as required.
10. In animal facility, may use ventilated racks and biological safety cabinets for isolation and containment activities. Under direction of properly trained personnel, may euthanize animals in accordance to standard procedures.
11. Under direction of principal investigator and with adequate training may be responsible for maintaining breeding colonies.
12. Maintains the following records: feed, animal inventory numbers, veterinary treatment, animal health status observations, animal room environment observations and other record keeping duties as assigned.

KNOWLEDGES, SKILLS, AND ABILITIES:

1. Knowledge of standard operating procedures for laboratory animal care or livestock care, as applicable.
2. Ability to learn and apply federal, state, and/or university regulations regarding animal care and use in research and teaching.
3. Ability to understand, communicate, and execute oral and written instructions.
4. Ability to keep accurate records.
5. Ability to recognize changes in conditions of animals and animal room environment, malfunctioning equipment, and unsafe conditions.
6. Ability to construct and maintain related equipment and facilities.
7. Ability to lift and/or move 50-100 pounds.

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8. Ability to perform physical labor such as restraining animals, loading and unloading supplies and animals, and standing for prolonged periods of time.
9. Ability to work around noise, dust, odors, fumes, and extremes in temperature.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Ability to read, write, and follow instructions.
2. Possession of a valid state or commercial driver's license, as required.

REVISION EFFECTIVE: October 15, 2001

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