Job Title: Assistant Project Director  
Department: Animal Care  
Reports to: Project Director  

JOB SUMMARY:  
Supervise and direct the Animal Care Maintenance Technicians and assist the Census/Data Project Manager and Deputy Project Manager with daily operations of the NIH outdoor breeding colony of free-ranging Macaca mulatta (rhesus) monkeys on Morgan Island.

DUTIES AND RESPONSIBILITIES:  

- Work with and manage the Animal Care Maintenance technicians to assure that all work assignments are completed in accordance with guidelines established by federal, state, and local regulatory agencies and Morgan Island SOPs and specific protocol instructions.  
- Perform animal husbandry duties independently and oversee that feeding, watering, enrichment and cleaning of cages are done following all SOPs.  
- In the absence of Census Project Manager (CPM) will communicate with the Project Manager and sign weekly time sheets.  
- Participate regularly in meetings conducted by the Project Director, this meeting will also include the CPM.  
- Oversee, schedule, and perform the routine maintenance of all equipment and if any are identified as needing service off the island this is discussed with the Project Director, Project Manager and CPM.  
- Monitor/perform the chlorination and testing of the drinking water provided to the NHP and oversee that this completed and documented according to SOP.  
- Perform routine quality assurance check on the corrals and feeding stations to identify issues that need addressed and discuss in detail with the CPM, Project Manager and Project Director. Once discussed schedule the completion of the identified issues.  
- Perform quality assurance checks on the boats and barge to include routine maintenance schedules and assuring SOP compliance by all users and if any issues are found discuss in detail with the CPM, Project Manager and Project Director to determine course of action.  
- Monitor performance of animal care maintenance technicians and discuss their progress with the CPM, Project Manager and Project Director, this includes annual performance evaluations. Conduct and investigations of personnel problems to include the development of performance improvement plans. This includes any counseling and performance expectation discussions with employees in accordance with company policies and procedures.  
- Performs construction, electrical and plumbing activities as identified.  
- Operates and act as a resource to operate boats, barge, forklifts, and bobcats at an advanced level after onsite training.  
- Navigate waterways with motorized boats and while pushing a barge.  
- Ability to use a pallet jack.  
- Ability to obtain Boat Class II certification within 90 days of hire and Barge Class II certification within 1 year of hire.  
- Participate in colony processing four times a year and assist in providing direction to coworkers.  
- Performs animal health observations for abnormal conditions or behavior of animals documenting any irregularities noted and report this to the CPM.
• Performs animal husbandry and veterinary technical assistance on designated weekends and holidays.
• Must be able to communicate effectively with Contract Officer Representative (COR) and other representatives as needed.
• Perform all other related duties as assigned
• Ability to perform independent tasks after a customary orientation period for including but not limited to operation of chainsaws, circular saws, drills, gas powered water pumps, pressure sprayers, generators, trucks, trailers, forklift, bobcat, and boats. Once proficient have the ability to train new hires in the use of all mentioned.
• Ability to provide leadership and guidance to direct reports and other employees and possess knowledge and ability to train and provide direction to newly hired animal care maintenance staff on all duties, procedures, SOPs and tech manual.
• Identify, respond, and provide first response care to macaque exposures following SOP strict guidance.
• Ability to identify and problem solve potential maintenance situations relative to operations.
• Ability to properly perform all procedures relative to barge operation: tying and untiring the barge from dock, load and secure materials on the barge using a forklift, proper securing of the push boat to the barge using cables and winches, mooring, safe navigation of waterways, knowledge and ability to deal with emergency procedures.
• Ability to load and launch boats using trailers, secure boats, and haul on public roads IAW SC laws and MI SOPs. Knowledge and ability to deal with emergency procedures.
• Possess knowledge of project goals and requirements.
• Familiarity with the Guide for the Care and use of Laboratory Animals, and other Animal Welfare regulations and government policies and regulations covering with the use of laboratory animals strongly required.

KNOWLEDGE, SKILLS, AND ABILITIES:
• Successful completion of class I & class II boat certification within one year of hire. Successful completion of the OSHA forklift certification required at the next available training opportunity after employment.
• Strong knowledge, skills, and experience with maintenance tasks to include carpentry, plumbing, electrical, vehicle and small engines and vehicles and ability to construct large wooden and metal structures (corrals).
• Successful completion of the CPR certification within one year of hire.
• Able to supervise and be a team leader while following all directions, SOPs and guidelines.
• Strong supervisory/ leadership, and communication skills.
• Good leadership and communication skills.
• Good reading, writing, and verbal skills.
• Good math skills.
• Intermediate computer skills and use of Microsoft Office programs.
• Ability to work unsupervised as well as in a team environment.
• Demonstrate understanding of Standard Operating Procedures.

EDUCATION AND/OR EXPERIENCE:
Minimum 10-year experience in construction and/or facility maintenance. Minimum 10-year experience in supervisor/management to include detailed record keeping associated with these tasks. The employee must have a high school diploma or general education degree.

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

LANGUAGE SKILLS:
Ability to read and interpret documents, including treatment protocols, standard operating procedures, and other instructions. Ability to communicate verbally and in writing to all levels of employees, including division managers.

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 accommodation. 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 may be required to 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. A physical fitness exam will be required.

JOB SPECIFIC DEMANDS:
- Ability to lift and carry up to 25 pounds repeatedly.
- Ability to lift and/or move up to 50 pounds.
- Ability to capture a monkey up to 30 pounds with a 7 pound net within a large area.
- Ability to perform basic addition, subtraction, multiplication and division calculations.
- Ability to perform all job functions in extreme weather conditions.
- Ability to multi-task.
- Ability to walk up and down stairs repeatedly, with or without carrying additional weight up to 20 pounds.
- Must have good vision or corrective eyewear.
- Must be able to work weekends and holidays.
- Overtime required.

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 and/or inclement weather, including cold, heat with high humidity, and precipitation. The employee also regularly works in high, precarious places and near moving mechanical parts. The noise level is usually moderate.

I have read and understood the above expectations of the job description.

_________________________  __________________
Employee Signature   Date

All employees are required to satisfactorily perform the essential duties and responsibilities of their position. The essential duties and responsibilities listed above are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Reasonable
accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. However, all employees are required to pass a physical fitness exam.