

The Children's Hospital of Philadelphia

Provide Desired Title for Role:	Technical Operations Supervisor
Description Date:	5/27/2021

The Hospital will make reasonable accommodations when necessary to qualified applicants and employees with disabilities provided that such accommodations do not cause an undue burden on the Hospital.

Compensation team will evaluate/complete the following sections:

Job Family
Research Lab Animal Support
Pay Grade
Job Code

Please complete the following sections:

Job Summary
Provide basic purpose or primary function of the job:
<p>The Technical Operations Supervisor will serve as a liaison between DVR and other various support groups within CHOP (e.g., Facilities, ORS, EH&S, OHS) on facility projects, repairs and improvements. He/she will help oversee all projects and work with partner groups to coordinate efforts of internal facilities personnel and external contractors performing work on site for DVR. This position will serve as a departmental liaison for research faculty and vendor relationships in the current expanding research program.</p>
Job Responsibilities
Provide brief description of four or five separate responsibilities (not tasks or activities):
<p>General</p> <ul style="list-style-type: none">• Help manage work order submissions and process flow between DVR and Facilities and BSO Departments.• Maintain all equipment pertinent to the operation of the animal facilities (floor scrubbers, bulk trucks, IVC racks, Hydropak machine).• Maintain Quality Control procedures of CW operation (autoclave strips, temp tapes, BIs, chlorine flushing stations)• Work with vendor liaison to maintain the Edstrom Watchdog System and troubleshoot issues of the system.• Manage lighting controls and adjust based on researcher requests.• Oversee pest control program and assist vendor in coordination of pest eradication procedures.• Assure clean potable water for all animals housed in DVR's animal facilities.

- Evaluate facility and equipment needs, direct the ordering of services and maintenance as needed for the facility.
- Maintain all equipment pertinent to the operation of the animal facilities.
- Oversee the procurement and receipt of equipment to animal facility.

Space and Equipment Management

- Oversee equipment and facility maintenance programs.
- Maintain equipment inventory and coordinate equipment redeployment.
- Oversee cage and equipment inventory.
- Collect, collate and summarize information for quarterly meetings, updates and communications as needed by the Director, DVR.
- Participate in Enterprise facilities infrastructure committees as needed.

Education/SME Support

- Review and refine policies and procedures to ensure accreditation and compliance with federal laws as requested by Director/AV of DVR.
- Support interpretation of relevant policies and procedures for incoming investigators and staff as needed.
- Serve as SME to advise investigators and staff regarding procedural issues.
- Provide support for internal and external audit, site visits and inspections as needed.
- Interpret relevant policies and procedures for incoming staff and investigators.
- Provide training and development of prescribed policies, SOPs, etc. to assigned staff.
- Serve as a resource to investigators in the preparation and conduct of their approved protocols.

General Administrative

- Conduct assessment and provide recommendations to senior management for animal and laboratory space allocation and planning.
- In collaboration with the Assistant Director of Husbandry and Operations, implement decisions regarding space allocation or reallocation.
- Maintain and write SOP's related to the areas of the DVR Technical Operations Project Supervisor's responsibility.
- Responsible for hiring, managing, mentoring, coaching, creating and assigning work schedules for the Logistical Support Technician.
- Other duties as assigned.

Required Licenses, Certifications, Registrations

Licenses, Certificates, and/or Registrations required for the job:

American Association for Laboratory Animal Science (AALAS) certification:

- Achieve Laboratory Animal Technologist (LATG) certification within one year of eligibility once placed into the position.

Required Education and Experience
<p>Minimum Education Required; Cite Years and Type of Experience: Required Education: High School/GED Minimum 10 years' progressive experience in laboratory animal medicine. Minimum 5 years' experience in a supervisory/leadership role in an AAALAC-accredited laboratory animal facility.</p>
Preferred Education, Experience, Licenses and/or Certifications
<p>List any additional education, experience, licenses or certifications you would prefer candidates to have in addition to those required for the job: Preferred Education: Bachelors Preferred Experience: Ten (10) years of experience in an AAALAC-accredited laboratory animal facility. Previous experience with regulatory processes and associated audits. Preferred Licenses/certificates/registrations: AALAS LAT or LATG certification (or higher).</p>
Additional Technical Requirements:
<p>Provide specific knowledge and skills required for the job:</p> <ul style="list-style-type: none"> • Advanced knowledge of regulatory and compliance requirements related to animal care/use in research • Excellent verbal, and written communication skills. • Excellent time management and organizational skills • Ability to work independently as well as in collaboration with all levels of personnel • Ability to receive, handle and maintain confidential information • Ability to work independently as well as in collaboration with all levels of personnel • Advanced knowledge of regulatory and compliance requirements related to animal care/use in research. • Direct experience with regulatory processes and associated audits.

Does this role directly manage (hire/fire authority) 2 or more full-time CHOP employees?
 Yes No

If yes, what is the job title(s) of the highest graded role of the direct reports?
[Provide job title of the highest level of direct report here](#)
 Logistical Support Technician
 C Level Cage Wash Technicians

PHYSICAL EFFORT (physical capability requirements associated with the job): *Select from the drop-down menus below the frequency of requirements by using the following designations:*

N Never **O** Occasionally (1-33% of the time) **F** Frequently (34-66% of the time) **C** Constantly (more than 66% of the time)

O	Bending, stooping	F	Standing	Lifting & Carrying
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O	Climbing stairs or ladders	F	Twisting Back or Trunk	F	1-5 lbs.
O	Crawling	O	Typing/Keyboarding	O	6-10 lbs.
F	Kneeling, crouching	F	Viewing computer screen	O	11-20 lbs.
F	Reaching down	F	Walking	O	21-30 lbs.
	Reaching horizontally	Uses hands and arms to:		O	31-50 lbs.
F	Reaching overhead	O	Apply torque	O	50 + lbs.
O	Reading	O	Push	Fine Motor Skills using:	
N	Running	O	Pull	F	Hand(s), arms
F	Sitting	O	Press	O	Legs, feet

WORKING CONDITIONS (conditions in the work area): *Select from the drop-down menus below the frequency of requirements by using the following designations:*

N Never **O** Occasionally (1-33% of the time) **F** Frequently (34-66% of the time) **C** Constantly (more than 66% of the time)

<u>Work Environment</u>		O	Noisy	<u>Chemical Hazards</u>	
O	Cold or Hot	O	Outdoors	O	Biological/Infectious Agents
O	Confined Space	O	Sources of Radiation	O	Dusts or Powers
O	Dry	N	Underground	O	Fumes
N	Heights	O	Unusual lighting	O	Irritant chemicals
N	High or Low Pressure	O	Vibrating equipment	O	Sprays, Mists, Vapors
O	Moving Machine Parts	O	Wet/Humid	O	Toxic chemicals
O	Near power supplies	O	Wide range of temperatures		