



Position Overview for Administrative Secretary

Range: OD, **Level:** 2, **Salary:** \$14.24 per hour

Typical Location of jobs: East Baltimore Campus, Homewood Campus, Eastern Campus

Working hours: Monday – Friday; 8:30am – 5:00pm

Pre-hire assessments may be required for this position.

Job Summary: Will serve in a highly visible administrative position to assist members of an assigned department with a variety of clerical support tasks.

Main Duties and Responsibilities:

- Carries out general clerical duties, under supervision and direction.
- Receives and screens incoming calls and mail; including prioritization, organization and distribution as necessary.
- Meets with departmental managers to review assignments and organize priority projects.
- Schedules meetings, conference calls and appointments, reserves meeting rooms, sets up food for meetings as needed, may also assist with planning special events.
- Coordinates office services such as purchasing, processes invoices for payment using online payment requests in SAP; processes conference and workshop registrations, society membership dues, journal and software subscriptions.
- Assists with travel arrangements and collects all travel receipts to prepare and submit expense reports for reimbursement in SAP.
- Reconciles basic budget accounts monthly, keeping an Excel spreadsheet of expenses.
- Maintains office supplies inventory and checks equipment supply level; shared network printers and copy machine, stocks with paper and replaces toner, batteries, etc. as needed.
- Create PowerPoint presentations upon request.
- Works with other members of the department's Administrative team to support operational needs and maintain appropriate coverage.
- Uses office equipment and technology to provide efficient and effective support, including computer, copier, scanner, fax machine and telephone system
- Perform other duties as assigned that may be of a sensitive and confidential nature.

Education and Experience Requirements: High School Diploma or GED. Two years of related experience required. Knowledge of SAP system preferred.

Other Special Knowledge, Skills, or Preferred Abilities:

- Ability to be extremely organized, with careful attention to detail and follow-up
- Strong oral and written communication skills
- Strong interpersonal skills, professional attitude and appearance, with the ability to positively interact with all levels of faculty and staff, patients and public.
- Ability to manage a number of demanding projects simultaneously.
- Microsoft Word, Excel, Databases, and Power Point skills strongly preferred.
- Must show up to work, as scheduled, and be able to work efficiently

This is a general overview of the major duties and responsibilities performed on a regular basis in this job. This overview does not replace a formal job description, provided by the hiring department.



Position Overview for Medical Office Coordinator

Range: OD, **Level:** 2, **Salary:** \$14.24 per hour

Typical Location of jobs: East Baltimore Campus, Bayview Medical Campus

Working hours: Monday – Friday; 8:30am – 5:00pm

Pre-hire assessments may be required for this position.

Job Summary: Coordinate the day to day activities of a multi-faceted complex medical and/or surgical practice to ensure a smoothly functioning office and good patient relations. Serve as resource in team environment. Address patient problems, third party issues and patient-related situations based on past experiences, and resolve issues independently. As appropriate, refer patients to other resources. Adapt to changes in technology and software to ensure efficient office practice.

Main Duties and Responsibilities:

- Provide administrative support for medical matters on behalf of physicians, as well as, general academic/general administrative support. Professionally and efficiently handle incoming requests from patients and ensure that issues are resolved both promptly and thoroughly.
- Gather patient information, fulfill patient needs, and educate patients and document interactions in applicable systems.
- Provide quality service and support in a variety of areas which may include, but are not limited to scheduling, registration and care coordination. Talk to prospective patients and or family members to determine appropriate health care provider for patient(s).
- Routinely address complex situations based on past experiences and knowledge and understanding of healthcare resources and how they should be used. Coordinate all pieces of complex patient visits pre-and post op.
- Collect insurance information and complete registration in EPIC. Support the physician with insurance preauthorization and single case agreement processes by submitting necessary clinical information as instructed by the physician.
- Coordinate follow-up office visits by providing information about treatment and testing locations. Schedule lab test and other procedures and/or coordinate with other areas to complete scheduling process.
- Answer incoming calls from patients and provide information as appropriate. Coordinate with patient and/or referring physician to obtain outside medical records. Refer patient to appropriate resources.
- Review clinic schedules and make adjustments as appropriate. Provide information to patients; reinforce information for office visits; act as a liaison for patient, coordinating future consultations, diagnostics tests, or procedures.
- Facilitate scheduling of lab tests and other procedures. Assist with prescription refills. Coordinate OR cases if appropriate.
- **This may be a selected required attendance position. In the event of unexpected university closings, may be required to report and/or remain at work.**

Education and Experience Requirements: High School Diploma or GED required, along with two years of secretarial experience.

Other Special Knowledge, Skills or Preferred Abilities: General understanding of Medical terminology required. Intermediate computer and proofreading skills required. Experience in the Johns Hopkins system strongly preferred.

This document provides an overview of duties and requirements related to a bargaining unit position. Please refer to the formal job description for a complete list of responsibilities and requirements.

Position Overview for Patient Service Coordinator

Range: OD, **Level:** 2, **Salary:** \$14.24 per hour

Typical Location of jobs: Green Spring, Bayview Medical Campus

Working hours: Monday – Friday; 8:30am – 5:00pm

Pre-hire assessments may be required for this position.

Job Summary: The Patient Service Coordinator (PSC) offers friendly, courteous, and confidential assistance to every patient to ensure that the patient has a positive experience. The Patient Service Coordinator collects and maintains accurate information on each patient. This requires efficient and correct use of automated systems for patient scheduling, pre-registration, and check-in. The Patient Service Coordinator assists patients in scheduling for return appointments, specialty consultations, and/or diagnostic testing as recommended by their clinic provider. The PSC also ensures that complete charge information is collected from the provider and transferred to the respective billing operation.

- Completes the functions necessary for patient registration in the clinic. These may include, verifying patient information, insurance payor eligibility and coverage, providing all required registration forms and obtaining required signatures, collecting and processing co-payment, generating required paperwork and forms, addressing patient issues or concerns.
- Facilitate the clinic's patient flow by providing receptionist support functions.
- Prepare daily printed schedules for designated areas.
- Confirm appointments by telephone and/or mail. Fills vacancies due to cancellations.
- Register add-on patients for clinical appointments using the EPIC application.
- Assist patients or family members with the completion of medical insurance forms.
- Inform patients of costs of care being provided, and guides them to appropriate resources for further information, guidance, or assistance.
- Arrange or assist with arranging patient transportation.
- Complete the functions necessary for the patient check-out process. These may include, scheduling follow-up appointments, referrals, consultations tests/procedures and admissions. Also assists with all related follow-up forms, obtaining health insurance authorization, explain patient changes and provide directions, fee schedules, medication orders and all additional support needed to enhance the patient experience.
- **This may be a selected required attendance position. In the event of unexpected university closings, may be required to report and/or remain at work.**

Education and Experience Requirements: High School Diploma or GED required. One year work experience required in a similar service-oriented industry. Additional education may be substituted for years of experience.

Other Special Knowledge, Skills or Preferred Abilities: Knowledge of medical insurance coverage preferred. Medical terminology and basic computer skills preferred. Must be able to work effectively with limited supervision. Must be able to make good decisions and establish work priorities based on policies and procedures. Requires strong communication skills to professionally interact with patients, families, physicians and members of the health care team to optimize the patient experience.

This document provides an overview of duties and requirements related to a bargaining unit position. Please refer to the formal job description for a complete list of responsibilities and requirements.

Position Overview for Administrative Coordinator

Range: OE, Level: 2, **Salary:** \$16.25 per hour

Typical Location of jobs: Homewood Campus, East Baltimore Campus, Bayview Medical Campus

Working hours: Monday – Friday; 8:30am – 5:00pm

Pre-hire assessments may be required for this position.

Job Summary: Provide administrative support and perform general office management duties necessary for the efficient operation of an office or program. Responsibilities require significant collaboration and coordination with others. Maintain strict confidentiality of staff and patient information.

Main Duties and Responsibilities:

- Provides administrative support to departmental management team, which includes calendar management, project support, and note taking.
- Performs general office duties necessary for the efficient operation including assisting with conference room reservation requests and other calendar work. Requires significant collaboration with others.
- Initiates office services such as ordering supplies, copier repairs, telephone changes, and maintenance requests.
- Coordinates the collection, preparation and distribution of financial and operations reports.
- Locates and compiles information; formats reports, graphs, tables, records and other sources of information.
- Utilizes department specific support databases, i.e. SharePoint, as well as applicable enterprise-wide applications.
- Operates computer to access email, electronic calendars, and other basic office support systems.
- Uses various software applications to assemble, manipulate and/or format data and/or reports.
- Knowledgeable of the informal and formal department goals, standards, policies and procedures which may include some familiarity of other departments within the school/division.
- Requires sensitivity to the interrelationship of both people and functions within the department.
- Interprets and communicates operating policies.
- Assists with special events planning.

Education and Experience Requirements: High School Diploma or GED required, along with three years related experience. Previous experience with SAP is preferred. Must have strong oral and written communication skills, strong interpersonal skills, professional attitude and appearance, with the ability to positively interact with all levels of faculty and staff, patients and public. Must be comfortable working with deadlines and under pressure. Must be comfortable working with a variety of communication styles and manage executive calendars that are busy and change often. Excellent attendance history. Demonstrated ability to work productively independently and as part of a team. Excellent time management skills and experience managing multiple projects/tasks with conflicting deadlines. Must have well developed organizational skills, advanced communication skills, and excellent problem solving skills. Must have demonstrable experience in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).

This document provides an overview of duties and requirements related to a bargaining unit position. Please refer to the formal job description for a complete list of responsibilities and requirements.

Position Overview for Medical Assistant

Range: CB, **Level:** 2, **Salary:** \$11.49 per hour

Typical Location of jobs: Green Spring, Bayview Medical Campus, Good Samaritan Hospital,

Working hours: Monday – Friday; 8:30am – 5:00pm

Job Summary: The Certified Medical Assistant (CMA) is a member of the patient care team who works under the direct supervision and authority of a physician. The CMA also provides other support to help manage the flow of patients and their care in an efficient and safe manner.

Main Duties and Responsibilities:

- Greets patients in a professional and courteous manner, and offers confidential assistance to ensure that the patient has an optimally positive experience.
- Collects patient information and assessment data. Obtains and records patient's vital signs: temperature, pulse, respirations, blood pressure, weight and height, medications, drug allergies and pain index.
- Reports assessment findings to practitioner and records in Electronic Medical Record (EHR) in a timely manner. Obtains additional data from patient and significant other based on initial data collection. Performs chart review prior to visit to obtain historical data. Recognizes and reports abnormal findings or changes in condition.
- Organizes patient care activities based on assessment findings. Ensures that appropriate CMA interventions and notes are documented in the EMR and that CMA notes are informative, accurate and concise.
- Participates in the care of the patient, under the direct supervision of the Physician and in collaboration with the healthcare team.
- Appropriately obtains and manages specimens, including labeling, form completion, checking for errors, transport to laboratories and log maintenance.
- Administers first aid, including CPR, as needed and maintains emergency equipment and supplies. Orders, stocks and maintains exam rooms and clinic areas with standard levels of supplies, medications, linens, nourishments, etc.
- Answers telephones, retrieves phone messages, relays messages, provides routine information to callers, and refers patients to appropriate resources
- **This may be a selected required attendance position. In the event of unexpected university closings, may be required to report and/or remain at work.**

Education and Experience Requirements: High School Diploma or GED required. Certification as a Medical Assistant (e.g. CMA, AAMA, RMA, AMT NAHP) required. Must maintain CMA and CPR certification/registration during employment in this position. Six months work experience required in a similar service-oriented industry. One year related work experience strongly preferred.

Other Special Knowledge, Skills, or Preferred Abilities: Must successfully complete all required electronic medical records and scheduling system training. Must complete all required HIPAA, and any other specified online training courses deemed necessary. Knowledge of medical insurance coverage, medical terminology and basic computer skills strongly preferred. Requires strong communication skills to interact with patients, families, physicians and other members of the health care team to optimize care. Must demonstrate competency in all skills related to patient care.

This is a general overview of the major duties and responsibilities performed on a regular basis in this job. This overview does not replace a formal job description, provided by the hiring department.

**JOB DESCRIPTION
BARGAINING UNIT**

JOB TITLE: CUSTODIAN

JOB NUMBER: 1

PAY GRADE: 2

General Summary

Cleans office buildings, laboratories, classrooms, and/or outside areas. Moves furniture, appliances and/or equipment.

Essential Job Functions

Cleans, sweeps, vacuums, and polishes floors. Uses various tools, equipment, and cleaning materials to include, but not limited to hand and power scrubbing and polishing equipment, small and large vacuum cleaners, large commercial type buffer, broom, dust brush, dust pan, wet and dry mop, bucket mop wringer, special cleaning solution, and chemical cleaners.

Cleans identified or assigned areas/spaces with required cleaners and disinfecting solutions.

Cleans walls, windows, window blinds and shades, ceilings, and doors. May work from ladders or scaffolding.

Replenishes towels, soap, toilet tissue, linen, and other supplies as required.

Inspects exterior and interior of building for service issues and report all damages, malfunctions and needed repairs to supervisor.

Removes trash from assigned areas. Moves furniture, miscellaneous equipment, supplies and/or recyclable materials, empties large and small trash containers, removes miscellaneous debris and discarded building materials such as broken plaster, wood, and brick.

Removes recyclable materials and maintains appropriate separation.

Transports biohazard containers to designated area.

Removes snow, ice and debris from building entrances, sidewalks and other areas as required

Maintains equipment and work areas in clean and orderly condition.

Observes safety precautions and properly uses equipment and products.

Sets up and removes furniture, miscellaneous equipment and supplies required for meetings and special events.

Performs other duties as assigned.

JOB DESCRIPTION: CUSTODIAN

Education/Experience/Skills & Abilities Required

High school degree or equivalent preferred; significant related experience/training may substitute.

One year or more years of experience preferred.

Ability to understand and follow oral and written instructions.

Ability to read and write such as to be able to read labels on cleaning and detergent materials, disinfecting solutions, and so forth.

Ability to operate large powered vacuum cleaners, cleaning and buffing equipment.

Ability to interact and/or work with faculty, students, staff, and visitors in a respectful and courteous manner.

Ability to lift, carry or otherwise move and position objects and materials weighing up to 50 lbs.

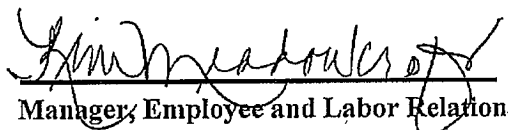
Ability to stand, walk or otherwise move about campus on a continuous basis.

Ability to ascend/descend stairs on a regular basis in order to sufficiently clean them.

Valid Driver's license preferred.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

Reviewed and Approved by:


Manager, Employee and Labor Relations

3-11-16
Date

**JOB DESCRIPTION
BARGAINING UNIT**

JOB TITLE: MAINTENANCE MECHANIC II

JOB NUMBER: 36

PAY GRADE: 9

General Summary

Performs a wide range of general maintenance jobs (including high voltage motors) except for specialized or difficult jobs. Repairs, maintains, and inspects machines, mechanical equipment, and buildings. Works on plumbing, electrical, and air conditioning and heating systems. Performs painting and carpentry jobs.

Essential Job Functions

Repairs, adjusts or replaces structural parts of buildings, office and laboratory furniture/apparatus such as doors, windows, partitions, ceilings, floors, roofs, animal cages, cabinets including door checks, locking devices, and hinges.

Performs plumbing jobs such as adjustment and repair of pipes and plumbing fixtures, valves, floats, drains, grease traps, sump pumps, watering systems, air-conditioning units, freezers, refrigerators, hot water heaters, HVAC units, heat pumps, fan coil units, induction units, terminal reheat and similar equipment. Unclogs drain lines and sewers. May make minor adjustments to building controls.

Performs rough carpentry work such as constructing wood forms, shipping boxes, protective sheds, staging platforms, flooring partitions, tables, benches, shelving, racks, and others.

Prepares and applies paints on walls, ceiling, windows, doors, floors, roof, woodwork, and other parts of building systems as needed.

Repairs and maintains electrical systems including switches, circuit breakers, outlets, and light fixtures.

Performs routine maintenance according to established schedule to ensure that machines run smoothly and building systems operate efficiently. Inspects drives motors, belts, check fluid levels, replaces filters, and perform other maintenance work.

Assists more experienced maintenance workers in performing a variety of maintenance jobs as directed.

Keeps records of maintenance and repair work.

Observes safety precautions and uses equipment properly to avoid harming self and others, and damaging property.

Maintains equipment and work area in clean and orderly condition.

JOB DESCRIPTION: MAINTENANCE MECHANIC II

Essential Job Functions (continued)

May be required to be available for 24 hour calls.

Performs other duties as assigned.

Education/Experience/Skills & Abilities Required

High school degree or equivalent; significant related experience/training may substitute.

Three years of relevant experience.

Appropriate valid driver's license with good driving record preferred.

Knowledge in mechanical drawing, electricity, wood working, blueprint reading, science, and mathematics typically acquired from high school level courses.

Mechanical aptitude.

Ability to lift, carry or otherwise move and position objects and materials weighing up to 50 lbs.

Ability to stand, walk or otherwise move about campus on a continuous basis.

Ability to ascend/descend ladders periodically to perform building maintenance.

Ability to use a full range of craftsmen's tools.

Ability to drive a light truck may be required.

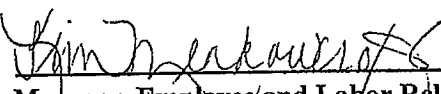
Ability to read and write in order to read job orders, maintain records and schedule, and so forth.

Ability to interact and/or work with faculty, students, staff, and visitors in a respectful and courteous manner.

Ability to follow oral and written instructions.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

Reviewed and Approved by:



Manager, Employee and Labor Relations

3.11.16

Date



Position Overview for Research Program Assistant I

Range: CB, **Level:** 2, **Salary:** \$11.49 per hour

Typical Location of jobs: Homewood Campus, East Baltimore Campus, Bayview Medical Campus

Working hours: Monday – Friday; 8:30am – 5:00pm

Job Summary: Serves as a support member of the research team. Will be involved in data collection, data entry, analysis and administrative functions related to specific research.

Main Duties and Responsibilities:

- Support identified details of research studies, including identifying appropriate study participants, calling to schedule appointments, obtaining informed consent forms, and gathering research data through identified methods.
- Conduct interviews over the phone or in person to determine eligibility for the research studies.
- Perform data entry, management and calculations using computerized database, word processing and spreadsheet software; review data input for accuracy and completeness.
- Maintain all required paperwork to support research process and findings.
- Actively communicate and update supervising study coordinators and/or investigators on patient enrollment and data collection status via verbal and written communication
- Have initiative in anticipating and responding to staff and research subjects' needs based on awareness of routine and repeated job functions
- Attend regular research group meetings (weekly or monthly)
- Communicate with study sponsors, coordinators and collaborators
- Under supervision, perform Quality Assurance activities
- Ensure Standard Operating Procedures (SOPs) are followed, may recommend changes to SOPs
- Track petty cash payments to study participants.
- Ensure that all completed study documents obtained from participants are signed and dated appropriately for the participants' research record.
- Maintain organizational tools to conduct the study accurately and in compliance with good research practice.

Education and Experience Requirements: High School diploma or GED required. Some related experience required.

Other Specialist Knowledge, Skills or Preferred Abilities: Must have excellent oral and written communication skills, strong computer skills, and basic understanding of research. Ability to work independently and manage multiple tasks, detail oriented, self-motivated, strong interpersonal skills. Highly attentive to detail and deadlines. Must have proficiency in Microsoft Word and Excel; database and spreadsheet knowledge. Must be able to effectively prioritize and work on multiple tasks with concurrent deadlines and demonstrate excellent time management skills and efficiency. May require ability to work a schedule that sometimes requires evenings and weekends.

This document provides an overview of duties and requirements related to a bargaining unit position. Please refer to the formal job description for a complete list of responsibilities and requirements.

**JOB DESCRIPTION
BARGAINING UNIT**

JOB TITLE: LAB HELPER

JOB NUMBER: 4

PAY GRADE: 6

General Summary

Performs cleaning, housekeeping and miscellaneous duties in the laboratory. Works with biohazardous and/or radioactive materials in performing laboratory duties. Assists other laboratory personnel by holding laboratory animals and steadying laboratory instruments.

Essential Job Functions

Washes, disinfects, decontaminates, and dries glassware, plasticware, and laboratory instruments by hand, automated dishwasher, and/or autoclave in accordance to established procedures. Stores or delivers glassware, plasticware, and instruments to the appropriate laboratory.

Cleans and stores instruments and equipment in their assigned drawers or racks as necessary, or at the completion of an experiment

Cleans and disinfects laboratory work table. Arranges laboratory tools and equipment on work table. Assembles laboratory stands and apparatus. Ensures they are clean and/or decontaminated.

Mops floors and maintains the laboratory and its equipment in clean and orderly condition. Replenishes laboratory stocks by filling containers with alcohol, acids, disinfectants, and the like. Ensures that standard levels of stock and supplies are maintained.

Assists other laboratory personnel by holding laboratory animals during surgical procedures, pouring solutions during experiments, steadying apparatus, handing instruments, running errands, and other duties.

Complies with biohazard/radiation safety standards through proper handling of potentially hazardous chemicals and biological agents and/or radiation sources in the workplace.

Observes safety precautions and uses equipment and cleaners properly to avoid harming self and others, and damaging property.

Performs other duties as assigned.

JOB DESCRIPTION:

LAB HELPER

Education/Experience/Skills & Abilities Required

High school degree or equivalent required.

Two years experience preferred.

Ability to understand and follow simple oral and written instructions.

Ability to read and write words such as to be able to read labels on cleaning materials, detergent, disinfecting solutions, to prepare simple solutions, and the like.

Ability to interact and/or work with faculty, students, staff and visitors in a respectful and courteous manner.

Ability to learn to operate dishwashing machines and autoclaves.

Completes annual university biohazard/radiation safety training as appropriate.

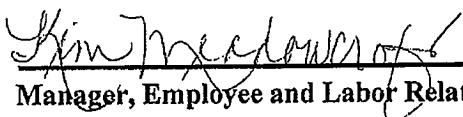
Ability to lift, carry or otherwise move and position objects and materials weighing up to 50 lbs.

Ability to stand, walk or otherwise move about campus on a continuous basis.

Ability to ascend/descend stairs on a regular basis.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

Reviewed and Approved by:


Manager, Employee and Labor Relations

3.16.11
Date

**JOB DESCRIPTION
BARGAINING UNIT**

JOB TITLE: **ANIMAL FACILITY ASSISTANT**

JOB NUMBER: **9**

PAY GRADE: **3**

General Summary

Is an important member of the research team in providing the highest standards of animal care, welfare and technical assistance in support of research initiatives. Works independently in tasks that are routine yet complex. Conducts work in accordance with several policies including the USDA Animal Welfare Act, the ILAR Guide for the Care and Use of Laboratory Animals, the Johns Hopkins University and the Animal Care and Use Committee policies, and the standard operating procedures for the animal facility.

Performs sanitation, husbandry and all support functions required for the humane care of a wide variety of laboratory animal species including rodents, rabbits, birds, frogs, farm animals, dogs, cats, and non-human primates. Must achieve Assistant Laboratory Animal Technician CALAT) certification within fifteen (15) months of employment as an Animal Facility Assistant.

Essential Job Functions

Performs all the tasks of the Animal Cage Washer as needed.

Cleans, sanitizes and sterilizes animal cages, feeders, water bottles, animal rooms, support space and related equipment.

Fills animal feeders, bowls and water bottles or other containers with the appropriate types and amounts of food and drinking water in accordance with schedules and detailed instructions.

Uses aseptic technique and disease prevention principles in a Class I or Class II biological safety cabinet. Removes animals from soiled cages and transfers them to clean, sterilized cages in accordance with schedules and detailed instructions.

Works under isolation conditions using specialized caging units such as micro-isolation cages and individually ventilated cage systems while adhering to aseptic techniques and disease prevention principles.

Places bedding, feed, water bottles, etc. into assembled, sanitized cages.

Observes and reports to supervisor signs of animal injuries, illness or irregularities in appearance, health and environment such as abnormal food consumption, death, abnormal stool or unusual behavior.

Assists in providing routine treatments as instructed including procedures such as ear mite medication, clipping overgrown teeth, etc.

Performs euthanasia following detailed training and instructions.

JOB DESCRIPTION: ANIMAL FACILITY ASSISTANT

Essential Job Functions (Continuation)

Receives and processes incoming animals and materials. Assists in examining incoming animals for compliance with specifications, rejecting unsuitable animals and referring questionable cases to the supervisor.

Assists in maintaining colonies of genetically altered rodents and may be required to perform data collection.

Maintains accurate records of the numbers and types of animals cared for and the animal's food and water consumption.

Calculates the animal census.

Maintains detailed records of animal room environmental factors such as temperature, humidity, lighting and other environmental controls and report deviations to the supervisor. Notes this information on the room environment log sheet.

Maintains adequate stock of feed, bedding and other supplies.

Reports to supervisor the need for repairs to cages and support equipment.

Performs preventive maintenance and minor repairs on automated watering systems, individually ventilated cage systems and other support equipment. Adjusts and repairs automatic drinking devices.

Lubricates equipment, makes minor adjustments and repairs to cages and other equipment and changes air filters related to laboratory animal equipment and facilities as needed, using hand tools if required.

Collects, processes and removes waste material. Knows and follows appropriate procedure for disposal of animal carcasses, bio-hazardous wastes, etc.

Observes all safety policies and procedures and uses equipment and chemical treatments properly to avoid harming animals, self, others and damaging property.

Performs tasks that require the use of personal protective equipment such as safety glasses, safety shoes, protective clothing and gloves, fume hoods, biological safety cabinets, etc.

Follows good laboratory practice and good housekeeping procedures in accordance with standard operating procedures, health, safety and environmental policies.

Maintains equipment and work area in clean and orderly condition. To sanitize their area, reach upper cages or to clean animal racks or shelves.

Performs other duties as assigned

JOB DESCRIPTION: ANIMAL FACILITY ASSISTANT

Education/Experience/Skills & Abilities Required

High school degree or equivalent.

One (1) year of laboratory animal care or related experience preferred.

Must achieve Assistant Laboratory Animal Technician (ALAT) certification from the American Association of Laboratory Animal Science (AALAS) within fifteen months of employment as an Animal Facility Assistant.

Knowledge of basic animal husbandry and research techniques.

Knowledge of basic scientific terminology, basic conversion calculations and basic measuring devices.

Knowledge of principles of asepsis, disease control and prevention, barrier and isolation animal housing.

Knowledge of general breeding and mating systems.

Knowledge of current regulations, policies and principles for the care and use of laboratory animals.

Ability to handle, restrain and determine the sex of laboratory animals without causing injury or harm to animal, self, and others.

Ability to understand and follow detailed oral and written instructions.

Ability to read and write in order to maintain records, read instructions, labels, etc.

Ability to work a flexible schedule including weekends and holidays.

Ability to interact and work with faculty, students, staff, and visitors in a knowledgeable, respectful and courteous manner.

Ability to discuss animal related projects with investigators and report these discussions to the supervisor.

Ability to work under environmental conditions that require the use of safety equipment.

Ability to lift, carry or otherwise move and position objects and materials weighing up to 50 lbs.

Education/Experience/Skills & Abilities Required (Continuation)

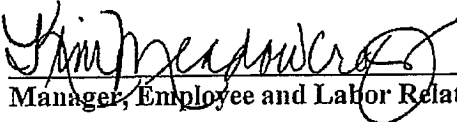
Ability to stand, walk or otherwise move about campus on a continuous basis.

Ability to ascend/descend stairs on a regular basis.

JOB DESCRIPTION: ANIMAL FACILITY ASSISTANT

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

Reviewed and Approved by:



Manager, Employee and Labor Relations

3.11.16
Date

**JOB DESCRIPTION
BARGAINING UNIT**

JOB TITLE: ANIMAL FACILITY SPECIALIST

JOB NUMBER: 25

PAY GRADE: 7

General Summary

Is an important member of the research team in providing the highest standards of animal care, welfare and technical assistance in support of research initiatives. Works independently in tasks that are routine yet complex. Conducts work in accordance with several policies including the USDA Animal Welfare Act, the ILAR Guide for the Care and Use of Laboratory Animals, the Johns Hopkins University and the Animal Care and Use Committee policies, and the standard operating procedures for the animal facility.

Performs sanitation, husbandry and all support functions required for the humane care of a wide variety of laboratory animal species including rodents, rabbits, birds, frogs, farm animals, dogs, cats, and non-human primates.

Essential Job Functions

Performs all the tasks of the Animal Cage Washer as needed.

Cleans, sanitizes and sterilizes animal cages, feeders, water bottles, animal rooms, support space and related equipment.

Fills animal feeders, bowls and water bottles or other containers with the appropriate types and amounts of food and drinking water in accordance with schedules and detailed instructions.

Uses aseptic technique and disease prevention principles in a Class I or Class II biological safety cabinet. Removes animals from soiled cages and transfers them to clean, sterilized cages in accordance with schedules and detailed instructions.

Works under isolation conditions using specialized caging units such as micro-isolation cages and individually ventilated cage systems while adhering to aseptic techniques and disease prevention principles.

Places bedding, feed, water bottles, etc. into assembled, sanitized cages.

Observes and reports to supervisor signs of animal injuries, illness or irregularities in appearance, health and environment such as abnormal food consumption, death, abnormal stool or unusual behavior.

JOB DESCRIPTION: ANIMAL FACILITY SPECIALIST

Essential Job Functions (Continuation)

Provides routine treatments as instructed including procedures such as ear mite medication, clipping overgrown teeth, etc.

Performs euthanasia following detailed training and instructions.

Receives and processes incoming animals and materials. Examines incoming animals for compliance with specific locations, rejecting unsuitable animals and referring questionable cases to the supervisor.

Maintains colonies of genetically altered rodents and may be required to perform data collection.

Maintains accurate records of the numbers and types of animals cared for and the animal's food and water consumption.

Calculates the animal census.

Maintains detailed records of animal room environmental factors such as temperature, humidity, lighting and other environmental controls and report deviations to the supervisor. Notes this information on the room environment log sheet.

Maintains adequate stock of feed, bedding and other supplies.

Reports to supervisor the need for repairs to cages and support equipment.

Performs preventive maintenance and minor repairs on automated watering systems, individually ventilated cage systems and other support equipment. Adjusts and repairs automatic drinking devices.

Lubricates equipment, makes minor adjustments and repairs to cages and other equipment and changes air filters related to laboratory animal equipment and facilities as needed, using hand tools if required.

Collects, processes and removes waste material. Knows and follows appropriate procedure for disposal of animal carcasses, bio-hazardous wastes, etc.

Observes all safety policies and procedures and uses equipment and chemical treatments properly to avoid harming animals, self, others and damaging property.

JOB DESCRIPTION: ANIMAL FACILITY SPECIALIST

Essential Job Functions (Continuation)

Performs tasks that require the use of personal protective equipment such as safety glasses, safety shoes, protective clothing and gloves, fume hoods, biological safety cabinets, etc.

Follows good laboratory practice and good housekeeping procedures in accordance with standard operating procedures, health, safety and environmental policies.

Maintains equipment and work area in clean and orderly condition.

Performs other duties as assigned

Education/Experience/Skills & Abilities Required

High school degree or equivalent.

Certification as an Assistant Laboratory Animal Technician (ALAT) from the American Association of Laboratory Animal Science (AALAS).

Knowledge of basic animal husbandry and research techniques.

Knowledge of basic scientific terminology, basic conversion calculations and basic measuring devices.

Knowledge of principles of asepsis, disease control and prevention, barrier and isolation animal housing.

Knowledge of general breeding and mating systems.

Knowledge of current regulations, policies and principles for the care and use of laboratory animals.

Ability to handle, restrain and determine the sex of laboratory animals without causing injury or harm to animals and others.

Ability to understand and follow detailed oral and written instructions.

Ability to read and write in order to maintain records, read instructions, labels, etc.

Ability to work a flexible schedule including weekends and holidays.

Ability to interact and work with faculty, students, staff, and visitors in a knowledgeable, respectful and courteous manner.

Ability to discuss animal related projects with investigators and report these discussions to the supervisor.

JOB DESCRIPTION: ANIMAL FACILITY SPECIALIST

Education/Experience/Skills & Abilities Required (Continuation)

Ability to work under environmental conditions that require the use of safety equipment.

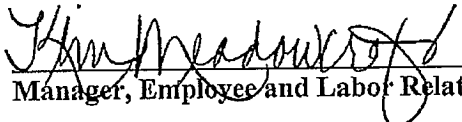
Ability to lift, carry or otherwise move and position objects and materials weighing up to 50 lbs.

Ability to stand, walk or otherwise move about campus on a continuous basis.

Ability to ascend/descend stairs on a regular basis.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

Reviewed and Approved by:



Manager, Employee and Labor Relations

3.11.16
Date

**JOB DESCRIPTION
BARGAINING UNIT**

JOB TITLE: ANIMAL CAGE WASHER

JOB NUMBER: 8

PAY GRADE: 3

General Summary

Provides clean and sterilized living environment for research animals.

Essential Job Functions

Operates mechanical cage washing equipment, autoclaves and other sanitizing equipment.

Maintains adequate levels of cage wash chemicals.

Scrapes and empties pans and cages of soiled bedding.

Pre-cleans large animal cages for cage wash machinery.

De-scales rabbit pans.

Prepares clean rodent cages for autoclaving to include food, bedding, water bottles and appropriate covering.

Loads assembled cages onto transport racks in preparation for sterilization by steam autoclave. Loads, operates and unloads steam autoclaves.

Places processed bedding, feed and other related items into assembled, sanitized cages.

Maintains detailed records of maintenance schedules, detergent and disinfectant use, cage washer and autoclave performance tests.

Performs preventive maintenance and minor repairs on autoclaves and cage washers.

Disposes waste materials.

Sweeps, mops and disinfects cage wash areas at the end of each shift and takes all trash to the dumpster.

Receives and stocks feed and bedding in the storage area.

JOB DESCRIPTION: ANIMAL CAGE WASHER

Essential Job Functions (Continuation)

Performs additional cleaning and maintenance in preparation for inspections or as required.

Observes all safety policies and procedures and uses equipment and chemical treatments properly to avoid harming animals, self, others and damaging property.

Performs other duties as assigned.

Education/Experience/Skills & Abilities Required

High school degree or equivalent preferred; significant related experience/training may substitute.

Ability to understand and follow detailed oral and written instructions.

Ability to read and write in order to maintain records, read instructions, labels, etc.

Ability to work a flexible schedule including weekends and holidays.

Ability to understand and follow safety practices.

Ability to interact and work with faculty, students, staff, and visitors in a respectful and courteous manner.

Ability to work under environmental conditions that require the use of safety equipment.

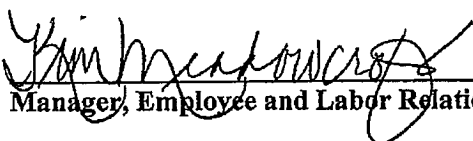
Ability to lift, carry or otherwise move and position objects and materials weighing up to 50 lbs.

Ability to stand, walk or otherwise move about campus on a continuous basis.

Ability to ascend/descend stairs on a regular basis.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

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3.11.16
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**JOB DESCRIPTION
BARGAINING UNIT**

JOB TITLE: CUSTODIAN

JOB NUMBER: 1

PAY GRADE: 2

General Summary

Cleans office buildings, laboratories, classrooms, and/or outside areas. Moves furniture, appliances and/or equipment.

Essential Job Functions

Cleans, sweeps, vacuums, and polishes floors. Uses various tools, equipment, and cleaning materials to include, but not limited to hand and power scrubbing and polishing equipment, small and large vacuum cleaners, large commercial type buffer, broom, dust brush, dust pan, wet and dry mop, bucket mop wringer, special cleaning solution, and chemical cleaners.

Cleans identified or assigned areas/spaces with required cleaners and disinfecting solutions.

Cleans walls, windows, window blinds and shades, ceilings, and doors. May work from ladders or scaffolding.

Replenishes towels, soap, toilet tissue, linen, and other supplies as required.

Inspects exterior and interior of building for service issues and report all damages, malfunctions and needed repairs to supervisor.

Removes trash from assigned areas. Moves furniture, miscellaneous equipment, supplies and/or recyclable materials, empties large and small trash containers, removes miscellaneous debris and discarded building materials such as broken plaster, wood, and brick.

Removes recyclable materials and maintains appropriate separation.

Transports biohazard containers to designated area.

Removes snow, ice and debris from building entrances, sidewalks and other areas as required

Maintains equipment and work areas in clean and orderly condition.

Observes safety precautions and properly uses equipment and products.

Sets up and removes furniture, miscellaneous equipment and supplies required for meetings and special events.

Performs other duties as assigned.

JOB DESCRIPTION: CUSTODIAN

Education/Experience/Skills & Abilities Required

High school degree or equivalent preferred; significant related experience/training may substitute.

One year or more years of experience preferred.

Ability to understand and follow oral and written instructions.

Ability to read and write such as to be able to read labels on cleaning and detergent materials, disinfecting solutions, and so forth.

Ability to operate large powered vacuum cleaners, cleaning and buffing equipment.

Ability to interact and/or work with faculty, students, staff, and visitors in a respectful and courteous manner.

Ability to lift, carry or otherwise move and position objects and materials weighing up to 50 lbs.

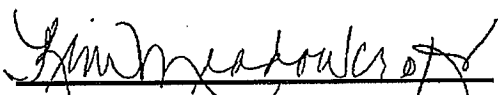
Ability to stand, walk or otherwise move about campus on a continuous basis.

Ability to ascend/descend stairs on a regular basis in order to sufficiently clean them.

Valid Driver's license preferred.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

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3.11.16
Date

JOB DESCRIPTION BARGAINING UNIT

JOB TITLE: MAINTENANCE MECHANIC I

JOB NUMBER: 27

PAY GRADE: 7

General Summary

Performs less complex general maintenance jobs (excluding high voltage motors). Repairs, maintains, and inspects machines, mechanical equipment, and buildings. Works on building systems including plumbing, electrical and heating systems (including steam). Performs basic painting and carpentry jobs.

Essential Job Functions

Repairs, adjusts or replaces structural parts of buildings, office and laboratory furniture/apparatus such as doors, windows, partitions, ceilings, floors, roofs, animal cages, cabinets including door checks, locking devices, and hinges.

Performs plumbing jobs such as adjustment and repair of pipes and plumbing fixtures, valves, floats, drains, grease traps, sump pumps, watering systems, hot water heaters, heat pumps, fan coil units, induction units, terminal reheat and similar equipment. Unclogs drain lines and sewers. Cleans housing and changes filters on HVAC units. May make minor adjustments to building controls.

Performs rough carpentry work such as constructing wood forms, shipping boxes, protective sheds, staging platforms, flooring partitions, tables, benches, shelving, racks, and others.

Prepares and applies paints on walls, ceiling, windows, doors, floors, roof, woodwork, and other parts of building systems as needed.

Repair/installs and maintains electrical systems including switches, circuit breakers, outlets, and light fixtures.

Performs routine maintenance according to established schedule to ensure that machines run smoothly and building systems operate efficiently. Inspects drives motors, belts, check fluid levels, replaces filters, and perform other maintenance work.

Assists more experienced maintenance workers in performing a variety of maintenance jobs as directed.

Keeps records of maintenance and repair work.

Observes safety precautions and uses equipment properly to avoid harming self and others, and damaging property.

Maintains equipment and work area in clean and orderly condition.

May be required to be available for 24 hour calls.

JOB DESCRIPTION: MAINTENANCE MECHANIC I

Essential Job Functions (Continued)

Performs other duties as assigned.

Education/Experience/Skills & Abilities Required

High school degree or equivalent; significant related experience/training may substitute.

Two years of relevant experience.

Appropriate valid driver's license with good driving record preferred.

Knowledge in mechanical drawing, electricity, wood working, blueprint reading, science, and mathematics typically acquired from high school level courses.

Mechanical aptitude.

Ability to lift, carry or otherwise move and position objects and materials weighing up to 50 lbs.

Ability to stand, walk or otherwise move about campus on a continuous basis.

Ability to ascend/descend ladders periodically to perform building maintenance.

Ability to drive a light truck may be required.

Ability to use a full range of craftsmen's tools.

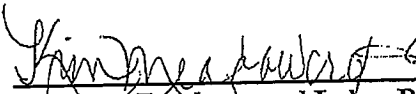
Ability to read and write in order to read job orders, maintains records and schedule, and so forth.

Ability to interact and/or work with faculty, students, staff, and visitors in a respectful and courteous manner.

Ability to follow oral and written instructions.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

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3.11.16

Date

**JOB DESCRIPTION
BARGAINING UNIT**

JOB TITLE: MAINTENANCE MECHANIC II

JOB NUMBER: 36

PAY GRADE: 9

General Summary

Performs a wide range of general maintenance jobs (including high voltage motors) except for specialized or difficult jobs. Repairs, maintains, and inspects machines, mechanical equipment, and buildings. Works on plumbing, electrical, and air conditioning and heating systems. Performs painting and carpentry jobs.

Essential Job Functions

Repairs, adjusts or replaces structural parts of buildings, office and laboratory furniture/apparatus such as doors, windows, partitions, ceilings, floors, roofs, animal cages, cabinets including door checks, locking devices, and hinges.

Performs plumbing jobs such as adjustment and repair of pipes and plumbing fixtures, valves, floats, drains, grease traps, sump pumps, watering systems, air-conditioning units, freezers, refrigerators, hot water heaters, HVAC units, heat pumps, fan coil units, induction units, terminal reheat and similar equipment. Unclogs drain lines and sewers. May make minor adjustments to building controls.

Performs rough carpentry work such as constructing wood forms, shipping boxes, protective sheds, staging platforms, flooring partitions, tables, benches, shelving, racks, and others.

Prepares and applies paints on walls, ceiling, windows, doors, floors, roof, woodwork, and other parts of building systems as needed.

Repairs and maintains electrical systems including switches, circuit breakers, outlets, and light fixtures.

Performs routine maintenance according to established schedule to ensure that machines run smoothly and building systems operate efficiently. Inspects drives motors, belts, check fluid levels, replaces filters, and perform other maintenance work.

Assists more experienced maintenance workers in performing a variety of maintenance jobs as directed.

Keeps records of maintenance and repair work.

Observes safety precautions and uses equipment properly to avoid harming self and others, and damaging property.

Maintains equipment and work area in clean and orderly condition.

JOB DESCRIPTION: MAINTENANCE MECHANIC II

Essential Job Functions (continued)

May be required to be available for 24 hour calls.

Performs other duties as assigned.

Education/Experience/Skills & Abilities Required

High school degree or equivalent; significant related experience/training may substitute.

Three years of relevant experience.

Appropriate valid driver's license with good driving record preferred.

Knowledge in mechanical drawing, electricity, wood working, blueprint reading, science, and mathematics typically acquired from high school level courses.

Mechanical aptitude.

Ability to lift, carry or otherwise move and position objects and materials weighing up to 50 lbs.

Ability to stand, walk or otherwise move about campus on a continuous basis.

Ability to ascend/descend ladders periodically to perform building maintenance.

Ability to use a full range of craftsmen's tools.

Ability to drive a light truck may be required.

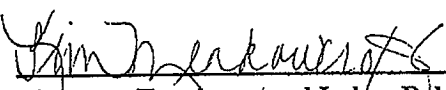
Ability to read and write in order to read job orders, maintain records and schedule, and so forth.

Ability to interact and/or work with faculty, students, staff, and visitors in a respectful and courteous manner.

Ability to follow oral and written instructions.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

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Date