



# CITY OF POCATELLO CLASSIFICATION SPECIFICATION

## ***Animal Services Veterinary Technician***

**Department: Animal Services**

**Reports to: Animal Services Director**

**Pay Grade: H05**

**Date Established: 4/2019**

**Date Revised: 4/2019**

**FLSA Status: Non-Exempt**

### **CLASSIFICATION SUMMARY**

Under the direct supervision of the Animal Services Director, performs a variety of semi-skilled and skilled duties related to the care, maintenance and medical treatment of shelter animals, stocking of medical supplies and maintaining the shelter's inventory. Provides certified technical and medical assistance and assists the Veterinarian with animal medical procedures. Provide paraprofessional medical care and treatment under the direction of veterinarians.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The job requires flexible hours including nights, weekends and holidays. The work environment includes an office environment. The noise level is generally moderate. This position may be on-call for rare phone consultations from 7am-6pm during the weekend.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Evaluates animals for gender, medical conditions, age, dental condition, temperament, and breed. Assists customers and coworkers with information on the condition of the animals evaluated.

Collects samples and performs diagnostic tests, draws blood samples, assists in surgical procedures, collects samples. Prepares samples for shipment to labs, and administers medications and vaccines.

Sets up for and cleans up after animal procedures. Prepares instruments for surgery. Assists veterinarian with medical, surgical and preventive veterinary care. Assists with routine laboratory diagnostic tests. Performs dental exams and teeth cleaning.

Develops and maintains a schedule to coordinate the animal's exams, blood draws, vaccinations and treatments with the Veterinarian. Gives direct physical care, changes dressings.

Maintains appropriate records, including, but not limited to, daily animal behavior, feeding schedules, dietary needs, health problems, treatment schedules, etc. Maintains accurate and thorough records of all surgeries, drugs administered, and other information according to all mandated federal, state, local, and professional standards and procedures. Performs data entry into veterinary records systems.

Assists in the preparation of animal diets and feeds animals according to specified diets. Observes general health, behavior and condition of animals. Monitors animal recovery and progress. Attends to quarantined animals.

Maintains inventory of all pharmaceuticals, medical equipment, and supplies. Monitors various supplies and inventories. Apprises supervisors of restocking needs and supply shortages.

Records and maintains health and temperament information on all animals for adoption. Conducts pre-adoption health evaluations for dogs, cats, and other species. Recommends animals not meeting adoption

criteria for euthanasia. Conducts animal euthanasia by syringe injection or other approved method under the direction of a veterinarian.

Inoculates animals, as required, with vaccines and administer medications as prescribed by a veterinarian for the treatment and prevention of animal illnesses.

Maintains the City Animal Services Shelter buildings and grounds including cleaning public areas, animal cages and holding areas, and animal evaluation and treatment areas.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

### **CLASSIFICATION REQUIREMENTS**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

#### **Knowledge of:**

- Medical care for animals including medical protocols and vaccine procedures;
- A variety of laboratory processes, and laboratory/surgical equipment;
- Customer service methods, techniques, and objectives;
- Method and techniques of providing medical evaluation and basic treatment to animals including, but not limited to, shots and vaccinations, wound treatment, and general health evaluations;
- Methods and techniques of humanely euthanizing animals;
- Federal regulations and City policies regarding safe work practices relating to use of janitorial equipment, power tools, and grounds keeping equipment;
- Federal, state, City, and other applicable rules and regulations regarding proper use, inventory, and disposal of drugs used in the treatment and/or euthanasia of animals;
- Operation of basic office equipment;
- Operation of a personal computer and job-related software applications.

#### **Skill and Ability to:**

- Administer and record medications;
- Care for animals including, but not limited to, feeding, exercising, providing vaccinations and medical care, testing, and evaluating temperament;
- Provide customer service to the public. Provide information, answer questions and inquiries, show animals available for placement, and assist in placements;
- Euthanize animals, as directed, following Shelter policies and procedures;
- Perform hygienic surgical preparation to include intravenous (IV) catheter placement;
- Assist animal control officers and other office staff, as needed;
- Operate specialized animal control and restraint equipment;
- Operate hand tools;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

### **ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- High school diploma or GED required; and

- Must have graduated from a veterinary technology program accredited or approved by the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association or equivalent program and be a Certified Veterinary Technician (CVT) in the State of Idaho or eligible to obtain certification within 6 months of hire;
- One (1) year experience which provides the required skills, knowledge and abilities;
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.
- Idaho driver's license required

### **PHYSICAL REQUIREMENTS**

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and work in an office and field environment, which may include construction sites. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 50 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.