



## City of Irving Job Description

### Veterinary Technician

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| <b>FLSA Status:</b> | Non-Exempt | <b>Job Department:</b>         | Animal Services |
| <b>Job Code:</b>    | 02122      | <b>Reports To (Job Title):</b> | Veterinarian    |

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#### **PURPOSE**

The Veterinary Technician will work closely with the veterinarian and other animal services personnel to ensure timely and efficient medical care for animals at the Irving Animal Shelter. Duties include assisting with medical exams and surgeries as well as providing treatments prescribed by the veterinarian. The Veterinary Technician will also assist the veterinarian with administrative duties such as maintaining medical records.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Work under the direction and supervision of the Veterinarian and anticipate the doctor's needs to ensure efficiency and flow of patient care.
- Follow policies and procedures.
- Assist the veterinarian with medical procedures using safe animal restraint and handling practices.
- Clean assigned areas on a daily basis.
- Assist in all aspects of surgery, including but not limited to, induction of anesthesia, intubation and using aseptic technique.
- Monitor animals under anesthesia and in recovery.
- Provide care for, feed, monitor and administer medication and treatment as prescribed by the veterinarian.
- Perform laboratory procedures and diagnostic testing.
- Operate medical equipment.
- Maintain accurate and complete drug logs and medical records.
- Provide excellent customer service to customers and answer questions about services, care, treatments and medications.
- Maintain positive and professional communication with staff, volunteers and rescue organizations.
- Perform euthanasia of animals.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Protect confidential information.
- Participate in special events and educational programs.
- Assist with field and shelter operations when needed.
- Other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Under the direction of the Veterinarian to stay within budget, appropriate use of supplies.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- High School Diploma or GED required.
- Additional specialized training would be beneficial

### **EXPERIENCE**

- Minimum of one (1) year of experience working in an animal shelter, clinic, and/or hospital.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Euthanasia certification as required by the state of Texas within 120 days of employment.

### **KNOWLEDGE OF**

- Working knowledge of veterinary technology practices including, but not limited to, animal anatomy and physiology, veterinary medical terminology, pathology, pharmacology, nutrition, radiology, anesthesia and surgical assistance, laboratory testing and diagnostics, animal behavior and compassionate patient care.
- Safe, humane animal handling and restraint techniques.
- Triage and emergency care.
- Radiographic technique and positioning – both x-ray and ultrasound.
- Veterinary equipment and instrumentation.
- Disease control practices.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly Microsoft programs and veterinary office software.
- Basic Math Proficiency: Addition, subtraction, multiplication, and division.

### **SKILLS AND ABILITIES IN**

- Written Expression: Communicating information and ideas in writing so others will understand.
- Reading Comprehension: Reading and interpreting documents.
- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.

- **Complex Problem Solving:** Identifying problems and reviewing related information to develop and evaluate options and actively seek potential solutions.
- **Service Orientation:** Actively looking for ways to help people and animals.
- **Kind Animal Practices:** Safely and humanely handling and restraining animals.
- **Self-Management & Cooperation:** Working independently as well as with others, creating and sustaining positive and professional working relationships within the City of Irving, with volunteers, and with the public.
- **Flexibility:** Adapting to changes in programs and procedures.
- **Oral Comprehension under Duress:** Listening to and understanding information and ideas presented through spoken words and sentences, often in stressful situations
- **Oral Expression under Duress:** Communicate information and ideas in speaking so others will understand, *often in stressful situations.*
- **Composure under Duress and Stress Management:** Remaining composed and make sound decisions during stressful or sensitive circumstances. This includes coping with death due to surgical complication or euthanasia.
- **Accuracy:** Working accurately and rapidly to process detailed information, both written and verbal.
- **Information & Supply Organization:** Finding ways to structure or classify multiple pieces of information, as well as keep supplies organized.
- **Medical Urgency:** Responding quickly to a variety of medical situations.
- **Service-Oriented Problem Sensitivity:** Recognizing a need for assistance & asking for help.

## **GUIDANCE RECEIVED**

### **Periodic Supervision and Range of Guidelines/Procedures**

Follows periodic direct instructions and guidelines, policies and procedures that require some interpretation. Problems that cannot be addressed through an existing guideline, policy or procedure are referred to supervisor or more senior position. Position incumbent must exercise judgment about when to escalate issues.

## **CONTACTS**

Represent the City of Irving in a professional manner in all situations with the public, volunteers, and staff.

## **EQUIPMENT AND PROPERTY**

X-Ray and Ultrasound equipment, Animal restraint equipment, cages, testing equipment, medicines; also, a computer and other general office equipment.

## **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.\*

The employee is constantly touching, hearing/listening, speaking, seeing, and standing/walking. Frequently, s/he is required to smell, grasp, handle, feel, kneel, stoop, bend, twist, reach, push, and pull as well as lift and carry/move up to 50 pounds. Occasionally, s/he is required to sit, balance, climb, crawl and lift up to 100 pounds. Rarely, s/he is required to lift over 100 pounds. Specific vision abilities required by this job include ability to see fine detail, close vision, distance vision, peripheral vision, and depth perception. Must be able to hear and distinguish changes in pitch. Must have good reflexes and be agile, have excellent hand/eye coordination, and have good range of motion in joints, particularly in the wrist, knees, elbows and back. Must have good dexterity in the fingers and hands.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

Work is performed in an animal shelter and veterinary hospital/clinic environment. The employee frequently is exposed to zoonotic pathogens, odors, animal feces/urine and/or toxic or caustic materials. Contact with dangerous animals, sick animals and veterinary associated medications. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment usually is moderate. Exposure to various aqueous solutions including, but not limited to, dish soap, chlorhexidine, spectra soap, hydrogen peroxide. Exposure to isoflurane gas, x-rays, sharp objects (needles and surgical blades). Occasionally, work is performed in extreme temperatures (events and on scene animal investigations).

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.