

## METRO Classification Description

<b>Title:</b>	Veterinary Technician	<b>Bargaining Unit:</b>	LIUNA 483
<b>Class Numbers:</b>	0536/4536	<b>Established:</b>	7/91
<b>Pay Grades:</b>	350/460	<b>Revised:</b>	12/2005; 9/3/2009; 9/14/2015
<b>FLSA Status:</b>	Non-exempt	<b>EEO Category:</b>	Technicians

### **CLASSIFICATION DESCRIPTION**

Function as a member of the veterinary care team which includes responsibilities for animal veterinary care triage, coordination, administration, ongoing consultation with animal keepers and curators, and for hospital surgery, anesthesia, dental, lab and other tech functions, and hospital animal keeper services. Assist the veterinarians with a variety of technical duties such as emergency services, assisting in developing innovative procedures, implementation of various lab tests, serve as resource on animal nursing care, nutrition, health records, observation and medical treatment, and preparation of lab specimens, testing and analysis.

### **DUTIES AND RESPONSIBILITIES**

*Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.*

1. Plans and coordinates with veterinarians and other colleagues, day-to-day duties to reflect emergency services, animal care needs, and changing priorities. Functions as technician for surgery, anesthesia, lab, dental or other hospital technician, and serves as a hospital animal keeper.
2. Performs animal care veterinary triage functions and serves as a resource to animal keepers and curators, and provides ongoing communications to the veterinarians.
3. Performs tests of medical laboratory samples including animal blood, urine, and feces. Sends samples to off-site labs and helps develop and decide which tests to use and how to adapt them to situations.
4. Sets up, prepares and maintains animal health records relating to laboratory tests and analysis, medical treatments, births, etc.
5. Administers oral, injectable, and topical medications to zoo animals as prescribed by veterinarians and dispenses medications to animal keepers. Prepares designated doses and provides keeper education on proper administration and observations.
6. Prepares and feeds prescribed diets to assigned animals, noting and recording food-consumption, stool consistency, injury progress, and any other relevant events, observations or changes.
7. Cleans instruments and work areas following medical procedures and sterilizes surgical instruments and darts. Sets up instruments prior to procedures.
8. Assists veterinarians in animal immobilizations including monitoring anesthesia, restraining animals, and moving awake and anesthetized animals.
9. Exposes and develops radiographs on awake and anesthetized animals.

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10. Prepares surgery room, ensures that necessary equipment is present for surgery. Works as surgical nurse, monitoring anesthesia and providing veterinarian with required instruments and equipment.
11. Observes zoo animals for possible signs of illness and confers with animal keepers and curators about animal health. Analyzes stool samples for presence of parasites. Refers detected signs of animal health problems to veterinarian for diagnosis.
12. Cleans and disinfects animal hospital cages regularly. Sweeps and mops floors, washes and cleans dishes and other equipment in the hospital and quarantine areas.
13. Maintains supply and medication inventory and orders as necessary.
14. Conducts tours of the hospital and provides information to the public.
15. Provides animal training assistance.
16. Compiles data for a variety of reports.
17. Assists the public, public officials and other employees in a professional and courteous manner.
18. Develops safe work habits and contributes to the safety of self and co-workers.
19. Contributes to a positive team atmosphere.
20. Has regular and punctual attendance.
21. Performs assigned duties during an emergency situation.
22. Other duties as assigned.

### **JOB SPECIFICATIONS**

#### **Job Preparation**

#### **Education and Work Experience**

- Associate's or Bachelor's degree in a veterinary science-related field and the equivalent of three years of full-time professional animal care veterinary technician experience that is current and includes significant experience monitoring anesthesia or any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities.

#### **Knowledge, Skills and Abilities**

- Principles and practices of animal veterinary tech functions, diseases, illnesses and treatment
- Infectious diseases and control procedures
- Modern laboratory principles, techniques and equipment with the ability to apply them in clinical analysis
- Procedures and practices of medical technology and equipment including standard and specialty chemical, microscopic and bacteriological procedures
- Occupational hazards and safety precautions with exotic animals
- Basic comparative physiology and anatomy
- Basic animal nursing concepts

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- Proper use of laboratory and veterinary medicine equipment such as gas anesthesia machines and monitoring equipment, IV fluid pumps, X-Ray units and processors, ultrasound and endoscopy equipment, and microscopes and centrifuges
- Organize and prioritize assignments and duties
- Operate a personal computer and associated software, radios, and cell phones
- Keep comprehensive and accurate records of lab work, medical treatments, diagnostic observations and research data using computer
- Exercise sound judgment when working in unusual circumstances
- Communicate technical medical information to non-technical staff
- Accurately interpret medical data within prescribed limitations
- Work independently and function as a team member or team leader
- Understand, issue, or follow complex oral and written instructions
- Develop and maintain effective working relationships with other staff
- Physically perform strenuous manual work indoors and outdoors under severe climate conditions in hazardous locations and in confined spaces and at heights and under other adverse conditions
- Perform essential duties of the position which may include lifting up to 50 pounds
- Apply Federal, State, and local policies, procedures, laws and regulations for respective field
- Use discretion with confidential and sensitive matters
- Provide excellent customer service by meeting the needs and interacting with employees, volunteers, vendors, the public, and others encountered during the course of work in a courteous and professional manner
- Establish and maintain cooperative working relationships with employees, volunteers, vendors, and others encountered during the course of work
- Work in a safe manner and follow Metro safety policies, practices, and procedures
- Perform the assigned duties of the position
- Develop knowledge, skills, and abilities and to obtain and maintain certifications and license

### Special Requirements

- Successfully pass the background checks and screening requirements of the organization
- Must be legally credentialed to practice as a Veterinary Technician. Must maintain an Oregon CVT license and be in good standing (or for those with out of state licensure, be eligible to apply to apply for Oregon licensure)
- Rabies vaccination or willingness to receive vaccination and boosters as needed
- Must possess a valid driver's license upon hire

### Tools and Equipment Used

- Laboratory and veterinary medicine equipment such as gas anesthesia machines and monitoring equipment, IV fluid pumps, X-Ray units and processors, ultrasound and endoscopy equipment, and microscopes and centrifuges

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- Cell phones, radios
- All standard office equipment including but not limited to computer and printer, fax machine and copy machines; computer software including MS based word-processing and spreadsheets

#### **Supervision**

- Supervision is received from the veterinarians
- May act as lead over volunteers, interns, students, and animal keepers

#### **Work Environment**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

- Work indoors and outdoors under severe climate conditions in hazardous locations and in confined spaces and at heights and under other adverse conditions

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*