

# Classification Description



**Title:** Lead Veterinary Technician  
**Department:** Oregon Zoo  
**Job Code:** 3452  
**Pay Grade:** 363  
**FLSA Status:** Non-exempt

**Bargaining Unit:** LIUNA 483  
**Established:** June 2023  
**Revised:**  
**EEO Category:** Technicians

## CLASSIFICATION DESCRIPTION

The Lead Veterinary Technician will serve in a lead role, overseeing and coordinating the day-to-day functions of the veterinary care team which includes responsibilities such as clinical cases triage, staff coordination, administration, ongoing clinical pathology training, communication with animal keepers and curators, as well as surgery, anesthesia, dental exams, laboratory testing and other clinical functions. Responsibilities also include assisting the veterinarians with a variety of technical duties, such as emergency services, developing innovative procedures, implementation of various lab tests, animal nursing care, medical records, observation and medical treatment, and preparation and examination of lab specimens.

## DISTINGUISHING FEATURES

The Lead Veterinary Technician classification is distinguished from the Veterinary Technician classification by the performance of lead duties with more broad, technical, and complex departmental functions, such as responsibility for problem resolution, priority setting, interpretation and application of policies and leading other staff as assigned.

## DUTIES AND RESPONSIBILITIES

1. Plans and coordinates day-to-day duties with veterinarians and veterinary technicians to cover daily clinical schedule, emergency services, treatments, and changing priorities. Functions as technician for surgery, anesthesia, laboratory duties, and other clinical requirements.
2. Schedules and prioritizes duties and responsibilities; ensures coverage for breaks and absences. Monitors and reports hours worked, including tracking absences.
3. Provides training and direction on work assignments, procedures, equipment, and quality/safety standards; tracks and keeps records of training. Trains new staff on laboratory and clinical skill sets, including the use of computed tomography equipment.
4. Assists with monitoring assignments to ensure completeness and quality; provides corrective guidance as needed. Communicates performance issues to supervisor.
5. Effectively leads diverse teams.
6. Performs veterinary triage functions, serves as a resource to animal keepers and curators and provides ongoing communications with the veterinarians.
7. Performs tests in a highly proficient manner of laboratory samples, including blood, serum, plasma, urine, feces, cytologies, fluid analysis, etc. Coordinates shipment of samples to off-site referral labs and helps develop and decide which tests to use and how to adapt them to different clinical situations.

8. Sets up, prepares, enters and maintains animal health records, laboratory tests and analysis, medical treatments, etc.
9. 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.
10. Prepares and feeds prescribed diets to hospitalized animals, noting and recording food-consumption, stool consistency, injury progress, and any other relevant events, observations, or changes.
11. Cleans instruments and work areas following medical procedures and sterilizes surgical instruments and darts. Sets up instruments prior to procedures.
12. Assists veterinarians in animal immobilizations, including monitoring anesthesia, restraining animals, and moving awake and anesthetized animals.
13. Performs radiographs on awake and anesthetized animals and proficiently operates the computed tomography in-site equipment.
14. Prepares surgery room, ensures necessary equipment is present for surgery. Works as surgical technician, monitoring anesthesia and providing veterinarian with required instruments and equipment.
15. Observes zoo animals for signs of illness and confers with veterinarians and curators about animal health.
16. Analyzes stool samples for presence of parasites.
17. Refers detected signs of animal health problems to veterinarian for diagnosis.
18. Cleans and disinfects animal hospital cages regularly. Sweeps, mops floors, cleans dishes and other equipment in the hospital and quarantine areas.
19. Coordinates the supply and medication inventory and orders, as necessary.
20. Conducts tours of the hospital and provides information to the public.
21. Makes suggestions for process improvements related to assigned area.
22. Provides animal training assistance.
23. Compiles data for a variety of reports.

It is the responsibility of all Metro employees to:

1. Actively participates on committees and/or attends meetings as assigned.
2. Fulfills Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability.
  - Builds and maintains positive relationships and contributes to a positive team atmosphere; engages others in ways that foster respect and trust.
  - Encourages and appreciates diversity in people and ideas – seeks to understand the perspectives of others.

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- Provides excellent customer service – assists the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations.
  - Practices continuous improvement - researches new possibilities, contributes ideas and stays current in field of work.
  - Demonstrates sustainable practices in applicable field and generally for resource use and protection.
  - Works assigned schedule (if applicable) and exhibits regular and predictable attendance.
  - Works in a safe manner and follows safety policies, practices, and procedures.
  - Complies with Metro and Metro's visitor venues policies, procedures, and applicable work rules; applicable law and collective bargaining agreements as appropriate.
3. Performs assigned duties during an emergency situation.
  4. Performs other duties as assigned.

### **JOB SPECIFICATIONS**

#### **Education/Licensing and Work Experience:**

- Associate's degree in a veterinary science-related field and,
- Four years of full-time professional veterinary technician experience at an AZA-accredited facility that is current and includes significant laboratory expertise including elephant, bird, and reptile blood samples, monitoring anesthesia and operating CT scans with zoo animals and,
- One year experience training employees, volunteers, or peers of similar responsibilities, including clinical laboratory and anesthesia or,
- Any combination of experience, education and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the essential job duties.

#### **Special Requirements:**

- Must be legally credentialed to practice as a Veterinary Technician.
- Must maintain an Oregon veterinary technician license and be in good standing (those with out-of-state licensure must be licensed in Oregon within 6 months of hire).
- Must possess a current driver's license and driving record sufficient to be insured by Metro insurance carrier.

#### **Preferred:**

- Master's in an animal science field.
- VTS-Zoo certification.

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

- Knowledge of principles and practices of animal veterinary tech functions, diseases, illnesses, and treatment.

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- Knowledge of infectious diseases and control procedures.
  - Knowledge and proficiency of modern laboratory principles, techniques, and equipment with the ability to apply them in clinical analysis and train others to be proficient in laboratory techniques.
  - Knowledge of procedures and practices of medical technology and equipment, including standard and specialty chemical, microscopic and bacteriological procedures.
  - Knowledge of occupational hazards and safety precautions with exotic animals.
  - Knowledge of basic comparative physiology and anatomy.
  - Knowledge of basic animal nursing concepts.
  - Skill in advanced comparative clinical pathology, including hematology of exotic (bird/herps/amphibian) and zoo species (elephants, other).
  - Skill in proper use of laboratory and veterinary medicine equipment, such as inhalant anesthesia machines and monitoring equipment, IV fluid pumps, X-Ray and CT units and processors, ultrasound and endoscopy equipment, microscopes, and centrifuges, including plasma centrifuge.
  - Skill in exercising sound judgment when working in unusual circumstances.
  - Ability to organize and prioritize assignments and duties.
  - Ability to operate a personal computer and associated software, radios, and cell phones.
  - Ability to keep comprehensive and accurate records of lab work, medical treatments, diagnostic observations, and research data using computer.
  - Ability to communicate technical medical information to non-technical staff.
  - Ability to accurately interpret medical data within prescribed limitations.
  - Ability to work independently and function as a team member or team leader.
  - Ability to understand, issue, or follow complex oral and written instructions.
  - Ability to develop and maintain effective working relationships with other staff volunteers, vendors, and others encountered during the course of work.
  - Ability to provide excellent customer service by meeting the needs and interacting with employees, volunteers, vendors, and the public.
  - Ability to apply Federal, State, and local policies, procedures, laws, and regulations for respective field.
  - Ability to maintain confidentiality and use discretion with confidential and sensitive matters.
  - Ability to develop knowledge, skills, and abilities and to obtain and maintain certifications and license.
  - Ability to perform essential duties and responsibilities.
  - Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.

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- Ability to successfully pass the background check and screening requirements if required for the position.

### **SUPERVISION RECEIVED**

- Supervision is received from assigned Supervisor or Manager.

### **SUPERVISION EXERCISED**

- Serve in a lead capacity. Lead duties typically include new employee orientation regarding work assignments and supply/equipment locations and use; training and direction on work procedures and quality standards; assigning and overseeing work; following up on assignments; scheduling and providing input to the supervisor regarding team and individual performance. Provide input to supervisor regarding hiring and may participate in the screening and interview process.

### **TOOLS AND EQUIPMENT USED; PROTECTIVE CLOTHING**

- Laboratory and veterinary medicine equipment, such as inhalant anesthesia machines and monitoring equipment, IV fluid pumps, X-Ray and CT units and processors, ultrasound and endoscopy equipment, microscopes, and centrifuges, including plasma centrifuge.
- Cell phones and radios.
- All standard office equipment including, but not limited to, computer and printer, fax machine and copy machines; computer software, such as MS based word processing and spreadsheets.

### **WORK ENVIRONMENT**

- Perform strenuous and manual work indoors and outdoors under severe climate conditions in hazardous locations, confined spaces, at heights and under other adverse conditions.
- May be required to lift and carry up to 50 pounds.

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.*