



Office of Human Resources
Veterinary Technician - CO2649
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General Statement of Duties

Performs a variety of animal health care duties under the guidance of a veterinarian, prepares animals for surgery and other treatments, performs routine laboratory tests, and provides other care giving activities in a caring and compassionate manner.

Distinguishing Characteristics

Veterinary Technicians are expected to provide a high level of animal care and customer service. This is both physically and emotionally demanding work that requires employees to occasionally assist in raising or lowering objects up to 150 pounds.

The Veterinary Technician performs a variety of animal health care duties under the guidance of a veterinarian. This class is distinguished from the Veterinary Assistant that assists a veterinarian or licensed veterinary technicians with a variety of health care duties, conducts formal behavioral assessments, and ensures that all animals have a clean and safe living environment.

The Veterinary Technician is also distinguished from a Shelter Veterinarian that performs a variety of full performance clinical, laboratory, and surgical activities at the animal shelter and ensures all animals receive humane and appropriate medical treatment in the clinic.

Level of Supervision Exercised

By position, performs lead work.

Essential Duties

Assists a veterinarian with a variety of animal health care duties including caring for ill and injured, animals, monitors the health of animals for signs of disease, and performs other care giving activities in a caring and compassionate manner.

Prepares animals for surgery and other treatments by sterilizing instruments and equipment, assists the veterinarian during surgical procedures or treatments, restrains and stabilizes animals when necessary, and provides post operative care.

Performs routine laboratory tests by collecting and preparing samples for requested tests, conducts laboratory tests, and reads and records results.

Provides specialized nursing care for ill and injured animals, administers vaccinations and other injections, and dispenses medications.

Observes animal behavior, reports behavioral changes such as aggression and injury, and prepares daily reports detailing events in the veterinarian clinic.

Evaluates an animal's health condition in the intake process, prioritizes treatment of animals that enter the shelter, and assesses the health condition of animals prior to placement for adoption.

Exercises, bathes, waters, and feeds animals and cleans, maintains, and disinfects cages and medical areas.

Requests and orders supplies as necessary to keep materials on hand at all times.

Operates vehicle and two-way radio in performance of duties.

Actively participate on the Department's emergency preparedness and response team(s) to support meeting the Department's public health and environmental responsibilities outlined in the City's Emergency Operations Plan.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Attention to Detail – Is thorough when performing work and conscientious about attending to details.

Conscientiousness - Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Knowledge & Skills

Knowledge of veterinary techniques and procedures sufficient to be able to assist veterinarians and perform a variety of duties related to the work assignment.

Knowledge of animal behavior sufficient to be able to identify, record, and report unusual behavioral characteristics.

Knowledge of laboratory equipment sufficient to be able to select and use appropriate equipment.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment.

Knowledge of the care and handling of animals including feeding, controlling, restraint, health, and reproduction.

Education Requirement

Associate's Degree in Veterinary Technician.

Experience Requirement

None

Education & Experience Equivalency

No substitution of experience for education is permitted.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Possession of a Certified Veterinary Technician License issued by the State of Colorado within 6-12 months of hire. Registration as a Licensed Veterinary Technician issued by another state will be accepted in lieu of this requirement providing the applicant is registered by the State of Colorado by the completion of probationary. Licenses and certifications must be kept current as a condition of employment.

Working Environment

Wet: frequent contact with water or other liquid.
Noise: sufficient noise to cause distraction.
Potential exposure to hazardous anesthetic agents, body fluids, and wastes.
Potential exposure to hazards by handling diseased organs and tissues
Potential exposure to housekeeping cleaning agents and chemicals.
Potential exposure to infection from disease-bearing specimens and contagious disease.
Potential exposure to odorous chemicals and specimens.
Potential exposure to odors in animal areas.
Potential exposure to odors in kitchen and/or patient areas
Potential exposure to unpleasant elements (accidents, injuries, and illness)
Potential exposure to toxic chemicals.
Occasional pressure due to multiple calls and inquiries.
Works in proximity to cavity dwelling mammals and stinging insects.
Handles absentee replacement on short notice.
Handles emergency or crisis situations.
Subject to burns and cuts.
Subject to many interruptions.
Subject to varying and unpredictable situations.

Level of Physical Demand

4-Heavy (50-100 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Bending/Twisting: Bending and twisting in the rescue capture of animals.
Climbing/Balancing: Climbing walls, fences and other obstacles and balancing.
Crawling: Crawling in tight, cramped spaces to rescue, trap or capture animals.
Endurance: Exert physical efforts to restrain animals for a substantial period.
Fine Dexterity: Coordinate eye-hand to operate a vehicle, reach, hold, grasp and turn objects.
Handling: Handle domesticated feral animals, wildlife, birds, reptiles, bats, etc.
Hearing/Talking: Hear and determine direction of sound.
Kneeling/Crouching: Kneel and crouch in locating and capture of animals.
Lifting: raising or lowering objects weighing no more than 100 pounds, from one level to another.
Lifting/Carrying: Lift/carry live and dead animals up to 100 pounds, food, water, traps and cages, and wearing a utility belt weighing up to 10 pounds.
Neck Flexion: Moving neck upward/downward.
Pushing/Pulling: Push/pull animals, kennel, equipment, etc.
Reaching/Handling: Lifting and handling traps and cages, animal foods, equipment.
Sitting: In sitting position to write a report, vehicle patrol, and the public contact.
Standing/Walking: Patrol and the public contact.
Vision: To observe animal behavior, read signs, and reading colors.

Background Check Requirement

Criminal Check
Education Check
Licenses/Certification
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: O-610
FLSA Code: N
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: