

Marion County Board of County Commissioners

POSITION DESCRIPTION



To be job successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

ANIMAL SERVICES VETERINARIAN TECHNICIAN

Department: Animal Services
Pay Grade: 208
FLSA Status: Non-Exempt
Job Class: 3137
Risk Code: 8831

JOB SUMMARY

This is a skilled position responsible for assisting with surgery and performing clinical/medical tasks within the department. Employees in this position are responsible for the safe and humane handling and care of all animals at Marion County Animal Services, including triage, pre and post-op care of animals, administering/monitoring anesthesia, and operating under the supervision of the Animal Center Veterinarians.

ESSENTIAL JOB FUNCTIONS

- Assists Veterinarians with high quality high volume spay/neuter (HQHVSN), and non-routine, surgical procedures on site and on the Mobile Spay/Neuter Clinic in various Marion County locations; may include driving the Mobile Spay/Neuter Bus (*Opportunity for stipend if possess a valid Florida Class "B" Commercial Driver's License (CDL) with passenger endorsement for mobile unit or obtains a license during employment).
- Performs pre-surgical examinations and preparations, and post-operative monitoring and care; reports condition changes, maintains surgical records and records surgical data.
- Safely and humanely restrains animals for medical examinations and procedures, in accordance with Fear Free standards.
- Administers oral medications, vaccines, anesthesia and intra-muscular, subcutaneous and intravenous injections, and implants microchips. Performs venipuncture and assigned laboratory tasks.
- Performs a variety of diagnostic testing, including but not limited to fecal exams, ear cytology's, urinalysis, CBC/Chem, snap tests, radiology, and more.
- Required to be available for rotating after-hour on-call status for animal emergencies.
- Medicates and administers treatments and performs procedures per veterinarians' guidance and instruction; must be able to independently problem solve routine shelter animal illness and determine most appropriate path, in alignment with veterinarian created SOPs and protocols
- Must have exceptional data entry skills to record, control, inventories, reconciles, and maintains security of medications, including federally controlled substances.

- Prepares and maintains detailed and accurate medical histories of all animals.
- Maintains inventory of medication, medical equipment and supplies and ensures surgery suite is properly stocked with supplies.
- Utilizes and maintains laboratory equipment. Ensure proper sanitation of surgical equipment.
- Trains and coaches employees about the proper care of animals and various diagnostic testing, requiring specialized knowledge and skills. Provide outstanding customer service to both internal and external customers; answers questions from employees, fosters, volunteers, partners, and public concerning medical problems or concerns. Service is provided in person, online, written, or by phone contact.
- Assists in evaluating, examining, vaccinating, and treating animals, to ensure herd health and determine adoptability.
- Assists with incoming animals. Required to handle scared, fearful, fractious and potentially dangerous animals humanely, and with compassion, in accordance with Fear Free standards.
- Performs routine observation of animals and their cages to monitor food consumption, behavior, symptoms of disease, and condition of animals.
- Cleans and disinfects kennels, cages, and other animal housing areas, including dishes and laundry, as per established SOPs and in alignment with best practices. Assists with and monitors daily enrichment; maintains current notes on observed and interactive behaviors of animals. Responsible for identifying changes in health and behavior.
- Responsible for performing humane euthanasia in a safe and compassionate manner, in compliance with currently recognized gold standard best practices, for animals that have been identified as a threat to public safety and/or suffering physically or mentally.
- Assists with preparation and shipment of specimens for diagnostics, necropsy, and rabies testing.
- May assist in the care of livestock and/or all other species of animals.
- Provides public education to individuals or groups; attends events as a representative of MCAS.
- Attends trainings, conferences, events, seminars, meetings, hearings, and other continuing education opportunities.
- Conducts adoption counseling and responsible pet ownership education, in an empathetic and non-judgmental manner.
- Assists members of the public searching for lost animals and provides additional information and support if their pet is not found at the shelter.
- Transports, unloads and stores food, supplies, disinfectants, and equipment.
- May perform shelter duties as assigned.
- May be required to drive trucks and trailers for the safe transport of animals, equipment, supplies, and other items.
- May assist the front desk area, to provide support during peak periods; performing clerical duties, answering phones, and routine transactions, to include cash handling.
- May be required to deploy to active investigation scenes to evaluate, triage, and treat any animals at the location; may be required to testify in court.
- Performs routine filing and record keeping tasks; must have superior data entry skills and the ability to clearly communicate via written word.
- Communicates effectively and coherently over two-way radio channels while initiating and responding to radio communications.
- Performs related work as assigned or required.

- Required to work a rotating schedule, which can include weekends and holidays. Required to report to work or work unscheduled extended hours for the circumstances of large animal seizures, cases or other urgent animal medical needs.
- Required to report to work as scheduled, and to work the entire assigned schedule.
- Required to report to work to provide support, coordination, and completion of duties as detailed by the Florida Division of Emergency Management ESF17 in the event of a disaster, severe weather threat, or other declared emergency; including but not limited to disaster response at the shelter or pet-friendly shelter locations around the County.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

Designated as a lead worker over one or more employees. May provide some input regarding job performance.

QUALIFICATIONS

Education and Experience:

Associate's degree or equivalent from two-year college or technical school in a related field preferred; and two (2) years' experience working and performing surgical procedures in a veterinary hospital, clinic, or shelter, performing duties outlined above; or the equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid Florida Driver's License; requirement exists at the time of hire and as a condition of continued employment.

- Successful completion of Florida State approved sixteen (16) hour euthanasia technician certification course within twelve (12) months of appointment.
- Rabies preventative immunization required upon appointment.
- A valid Florida Class "B" Commercial Driver's License (CDL) with passenger endorsement must be obtained prior to driving the Neuter Commuter. Employees with a CDL B will earn an hourly stipend while driving the Neuter Commuter.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write and type routine reports and correspondence with accurate grammar, punctuation, and spelling.
- Ability to speak effectively before customers or employees of organization; ability to speak communicate tactfully and courteously with members of the public, with customers and employees of the organization.
- Ability to follow verbal instructions involving surgery procedures and pre and post-operative care of animals.
- Knowledge of medical terminology, abbreviations and orders.

- Knowledge of medication and drug names, classes and general uses.
- Knowledge of veterinary medical and surgical practices and procedures and laboratory procedures.
- Ability to calculate figures and amounts such as proportions, percentages, area and volume, directly relating to drug and medication dosages
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to explain records and procedures to others as lead worker.
- Knowledge of drug use regulations, euthanasia and disposal techniques, and bio-hazardous waste disposal.
- Knowledge of shelter policies, procedures, and operations.
- Knowledge of Emergency Management policies and procedures pertaining to animals.
- Knowledge of humane restraint and handling techniques.
- Knowledge of responsible pet ownership, standard vaccine and preventative medicine scheduling, benefits of sterilization, and common shelter pet challenges in the home, along with the skill to effectively convey this knowledge to the public.
- Knowledge of animal types, species, and breed.
- Knowledge of communicable zoonotic disease symptoms.
- Skilled in conflict resolution.
- Ability to identify animals by breed, breed traits, assess behavior, and recognize common health conditions and symptoms of disease.
- Ability to remain calm in stressful situations involving people and animals.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes participation in building a constructive team spirit where team members are committed to the goals and objectives of the team.
- Requires judgment regarding use of equipment, tools or material.
- Ability to maintain records and compile statistical reports.
- Ability to establish and maintain inventory of supplies.

PHYSICAL DEMANDS

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to climb, balance, and run; will regularly be required to talk or hear; and will frequently be required to stand, walk, use hands to finger, handle or feel, reach with hands or arms, stoop, kneel, crouch or crawl, and smell. Special vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Ability to work expeditiously and cautiously in a fast-paced environment. Agile physical reflexes necessary to avoid injuries to self and coworkers.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will frequently be exposed to outdoor weather conditions, wet or humid conditions, animal waste and/or blood, and cleaning chemicals. May experience high levels of occupational noise exposure while working in the kennels or in the field.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.