

City of Fort Worth, Texas Job Description

Classification Title	Veterinary Technician		
Job Code:	TC5570	Job Family:	Technical-Para Professional
Pay Grade	506	Date Reviewed:	07/06/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Performs a variety of tasks to provide medical care and evaluations on shelter animals based on veterinarian recommendations. Provides needed vaccinations and medication. Prepares animals for surgery.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Provides veterinary services, which includes various animal examinations, vaccinations and a variety of medical procedures as directed by the veterinarian.
2. Conducts laboratory tests including hematology, fecal examinations and bacteriology. Maintains laboratory results and medical history files on all animals. Organizes shipments of laboratory tests to outside agencies.
3. Maintains inventory of medical supplies and laboratory equipment. Prepares purchase orders and processes invoices. Orders various drugs and medical supplies.
4. Monitors and observes behavior of animals in clinic. Records weight, behavior, appetite, medications administered and various treatments.
5. Feeds and waters animals in and around existing quarters. Cleans, sanitizes, maintains and repairs animal quarters. Prepares diets for animals as required.
6. Assists in the collection of blood samples, placement of catheters, cleaning teeth, taking and processing x-rays and administering various medical treatments.
7. Assists in immobilizing animals for physical examinations.
8. Performs other duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Basic methods and techniques of veterinary procedures.
 - Basic principles of anatomy, physiology and behavior of a large variety of animal species.
 - Basic principles and procedures of safe animal handling and restraint techniques.
 - Operational characteristics of veterinary equipment and tools.
 - Occupational hazards and standard safety practices.
 - Principles and practices of mammal behavior and physiology.
 - Proper feeding and diet strategies of a variety of animal species.
- **Skill in:**
 - Planning and prioritizing.
 - Observation and decision-making.
 - Organization and time management.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Learn to operate a variety of veterinary equipment in a safe and effective manner.
 - Learn to recognize symptoms and health problems of animals.
 - Conduct a variety of laboratory tests and maintain medical history files.
 - Maintain inventory of medical supplies and laboratory equipment.
 - Microchip animals.
 - Provide responsible assistance in various medical procedures.
 - Understand and follow oral and written instructions.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

High school diploma/GED and two years of responsible veterinary assistant experience.

OTHER REQUIREMENTS

Possession of, or ability to obtain, an appropriate, valid Veterinary Technician certificate.

WORKING CONDITIONS

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 individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

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

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.