



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
LICENSED VETERINARY TECHNICIAN
(ANIMAL SHELTER)
PARKS, RECREATION AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position provides routine medical care and assists with surgical procedures for animals housed at the Peninsula Regional Animal Shelter. This position is also responsible for assisting with diagnostic procedures, administering medications and record keeping associated with animal medical care. Reports to the Animal Shelter Supervisor.

ESSENTIAL JOB FUNCTIONS

Performs routine medical evaluations and diagnostic procedures to include taking digital and dental radiographs, collecting blood, urine or stool samples; provides nursing care or emergency first aid to injured or recovering animals; prepares animals for surgery; administers anesthesia to animals and may assist with euthanasia when necessary. Trains other shelter staff in the proper observation and diagnostic methods, safety and animal handling techniques.

Maintains daily log sheets and treatment histories, completes related animal care reports, and maintains other record keeping as required. Responds to patron inquiries related to animal health education and related programs; provides humane education pamphlets or materials; directs individuals to Animal Adoption Coordinator. May conduct facility tours.

Responsible for maintaining an inventory of animal hospital supplies, to include researching specifications, prices and availability of materials and equipment; establishes maintenance schedules for hospital equipment. Ensures compliance with applicable laws established by the Virginia Board of Veterinary Medicine and the US Drug Enforcement Administration.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Animal Health and Care - Knowledge of basic animal care standards to include safe animal handling procedures for domestic and wild animals. Knowledge of applicable state and city laws, codes, and ordinances relevant to animal care. Knowledge of the proper use, secure storage and disposal of lethal chemicals, syringes and related equipment.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to effective animal handling and other work related precautions. Knowledge of proper sanitation

for animal housing, chemical hazards and general welfare precautions necessary when working with animals.

- Customer Service – Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

REQUIRED SKILLS

- Judgement/Decision Making - Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations.
- Computer Skills - Utilizes a personal computer with word processing, spreadsheet and related software with reasonable speed and accuracy.

REQUIRED ABILITIES

- Communication - Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented through spoken word or writing. Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.
- Time Management - Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.

EDUCATION AND EXPERIENCE

Requires an Associate's Degree in Veterinary Technology or a related field and 3 years of professional veterinary technician or related experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

Acceptable general background check to include a local and state criminal history check, sex offender registry check and a valid driver's license with an acceptable driving record.

This position requires pre-employment medical evaluation and substance abuse testing and is subject to random alcohol and controlled substance testing.

Must possess and maintain a current Veterinary Technician license from the Commonwealth of Virginia.

PHYSICAL REQUIREMENTS

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20 - 50 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, weather, temperature and noise extremes, hazardous materials, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, disease, pathogenic substances, or rude/irate customers