



Job Title: Senior Veterinary Technician

CLASSIFICATION DESCRIPTION

Department: Veterinary Technology

Pay Grade: 104

FLSA Status: Non-exempt

Remote Work Eligible: No

JOB SUMMARY

This position coordinates the care and use of animals in the kennel. Responsibilities may include: preparing the work schedule for Veterinary Technicians; monitoring staff and students working with animals; preparing animals for daily procedures; monitoring the recovery of animals; maintaining relationships with vendors and contractors; modifying the kennel environment to address animal behavioral issues; assisting with adoptions; and performing the duties of the assigned staff as needed.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Supervises OPS employees; prioritizes and assigns work; monitors the performance of assigned staff; and trains staff on work methods and procedures.
- Coordinates veterinary operations which includes: preparing animals for daily procedures; monitoring the recovery of animals; maintaining relationships with vendors and contractors; modifying the kennel environment to address animal behavioral issues; and performing related duties.
- Provides guidance to kennel staff members in the case of a contagion including how to prevent spreading of a contagion.
- Performs assessments and observations of animals to determine health, eating habits, and behavioral issues; performs diagnostic tests, including x-rays and blood or fluid analysis; performs first aid as needed; and recommends veterinarian medical services, referrals, and evaluations based on assessment and observations.
- Preparing animals for surgery, including sterilizing tools and administering anesthesia; provides support for the veterinarian during surgery or other procedures.
- Assesses animal needs and determines solutions.
- Cleans animal cages and housing facilities; determines appropriate chemicals to utilize.
- Prioritizes and oversees student assistances in the feeding of animals and cleaning of equipment; ensures animals are fed according to defined procedures; and administers medications as necessary.

Prepared: February 2023

- Prioritizes and oversees student assistants in the feeding of animals and cleaning of equipment and facilities.
- Assists instructors and students in laboratories with prescribed treatments.
- Maintains inventory of animal care, feeding, and testing supplies; notifies supervisor when inventory levels are low.
- Maintains records of operational records and reports.
- Provides training to new employees regarding animal body language and how to stay safe in a kennel setting.
- Evaluates adoption applications; conducts research of any previous veterinary history; and makes sure housing approval has been obtained in the event of a renting situation.
- Communicates with potential adopters; holds “meet and greets” with other members within the household and with any other pets.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Associate degree in veterinary technology; three (3) years of related work experience involving the care of animals including two (2) years in a veterinary hospital; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Animal care principles and practices;
- Animal behavior;
- Common animal diseases;
- Basic animal anatomy;
- Proper cleaning and sanitizing methods and procedures;
- Training methods;
- Recordkeeping principles; and
- Computers and related software applications.

Skills in:

- Caring for animals;
- Identifying sick animals;
- Performing diagnostic tests.
- Administering medication, vaccines, and treatments;
- Safely restraining and handling animals;
- Preparing animals and tools for surgery;
- Performing emergency first aid.
- Cleaning and sanitizing animal holding areas;
- Maintaining records;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned workers, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Assess animal needs and determine solutions;
- Administer anesthesia;
- Prioritize and assign work; and
- Observe and make a health assessment determination.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Certified Veterinary Technician.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.		Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	<u>X</u>
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

- Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work:* Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:* 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.
- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights, weekends, and holidays.

Works on call, when assigned, in order to cover for an absent kennel employee; to address after hours contact with a veterinarian as needed; and to provide care/medicine as prescribed.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

May be subjected to fumes, odors, dusts, poor ventilation, chemicals, blood and other bodily fluids, inadequate lighting, work space restrictions, and intense noise; may be considered a challenging environment depending on the animal.

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.

To perform this job successfully, 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 described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a 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 a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.