

Job Title: OPS Vet Tech

Compensation: \$17.36 - \$17.36

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 4

**Position Summary:**

Incumbents care for animals and maintain a clean kennel environment. Responsibilities may include feeding animals and cleaning kennels; maintaining records of animals entering and exiting the kennel; maintaining feeding charts, schedules and vaccination records; directing and monitoring the work of student assistants in the feeding of animals and cleaning of kennels and equipment; ordering and maintaining supplies, materials and equipment; and assisting instructors and students in a laboratory and with prescribed treatments.

**Requirements:**

**Education:**

Associate's degree in Veterinary Technology.

**Experience:**

Two years experience involving the care of animals.

*\* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

**Knowledge:**

- Animal care principles and practices;
- Animal behavior;
- Common animal diseases;
- Basic animal anatomy;
- Proper cleaning and sanitizing methods and procedures;
- Recordkeeping principles;

- Computers and related software applications.

**Skills:**

- Caring for animals;
- Observing and documenting animal behavior;
- Identifying sick animals;
- Cleaning and sanitizing animal holding areas;
- Handling animals;
- Maintaining records;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Physical:**

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- 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 forces constantly to move objects.
- Incumbents may be subjected to fumes, odors, dusts, poor ventilation, chemicals, blood and other bodily fluids, inadequate lighting, work space restrictions, intense noises, and a threatening environment.

**Responsibilities:**

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Cleans animal cages and housing facilities, which involves determining appropriate chemicals to utilize.	Daily 25%
2.	Feeds animals according to defined procedures; administers medications as necessary.	Daily 25%
3.	Performs assessments and observations of animals to determine health, eating habits, and behavioral issues; recommends veterinarian medical services, referrals, and evaluations based on assessment and observations.	Daily 15%
4.	Prioritizes and oversees student assistants in the feeding of animals and cleaning of equipment and facilities.	Daily 10%
5.	Assists instructors and students in laboratories with prescribed treatments.	Weekly 10%
6.	Maintains inventory of animal care, feeding, and testing supplies; notifies supervisor when inventory levels are low.	Weekly 5%
7.	Maintains records of operational records and reports.	Daily 10%
8.	Performs other duties of a similar nature or level.	As Required

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