



## Career Service Authority

### Veterinary Technician

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#### **GENERAL STATEMENT OF CLASS DUTIES**

Performs standard level health monitoring and participating in the medical care of animals at the Denver Municipal Animal Shelter (DMAS).

#### **DISTINGUISHING CHARACTERISTICS**

This class is distinguished from the Zoo Veterinary Technician, which assists zoo veterinary staff providing medical care for the animals at the Denver Zoo.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

#### ***Level of Supervision Exercised:***

None.

## ESSENTIAL DUTIES

Assists veterinarians with treatments and is responsible for the care of ill and injured animals, injections and animal restraints.

Exercises, bathes, waters and feeds animals and performs other animal care activities as needed or required.

Prepares daily reports detailing events such as injury or illness to animals, food and water intake or other behavioral changes.

Cleans, maintains and disinfects cages, buildings and surrounding areas; maintains environmental controls and applies pest control measures.

Maintains the health of animals by monitoring for signs of disease, checking for chronic or acute diseases and performing other care-giving activities as needed or required.

Evaluates health and prioritizes treatment of animals that enter the shelter.

Evaluates health condition of animals prior to placement for adoption.

Observes animal behavior and reports changes such as aggression and injury.

Reports to veterinarian any findings in a concise and timely manner.

Performs routine laboratory tests such as fecal flotation, blood screens, and microbiology.

Assists in the development and maintenance of a comprehensive quality improvement program.

Requests and orders supplies as necessary to keep materials on hand at all times.

Maintains established departmental policies and procedures, objectives, quality improvement program, safety, environmental and infection control standards.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge, & Skills:***

**Animal Husbandry** – Knowledge of the care and handling of animals, including feeding, controlling, restraint, health, and reproduction.

**Agility** – Bends, Stretches, twists, or reaches out with the body, arms, or legs.

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization displays high standards of ethical conduct and understand the impact of violating these standards on an organization self, and others, is trustworthy.

**Attention to Detail** – Is thorough when performing work and conscientious about attending to details.

**Interpersonal Skills** – Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others, develops and maintains effective relationships with others, may include effectively dealing with individuals who are difficult, hostile or distressed, related well to people from varied backgrounds and in different situations, is sensitive to cultural diversity.

**Visual ID** – Accurately identifies people, animals, or objects based on knowledge of their characteristics.

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, works with others to achieve goals/objectives.

**Stamina** – Exerts oneself physically over long periods of time without tiring.

**Reading** – Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables, applies what is learned from written material to specific situations.

**Arithmetic** – Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

**Flexibility** – Is open to change and new information adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles, effectively deals with uncertainty.

Knowledge of veterinary techniques and procedures sufficient to be able to assist veterinarians and perform a variety of duties related to the work assignment.

Knowledge of cleaning agents and chemicals sufficient to be able to maintain the cleanliness of the work area.

Knowledge of animal behavior sufficient to be able to identify record and report unusual behavioral characteristics.

Knowledge of pathogen regulations and universal precautions sufficient to be able to protect self and others from possible infection.

Knowledge of laboratory equipment sufficient to be able to select and use appropriate equipment.

Knowledge of laboratory techniques sufficient to be able to perform tests such as blood screens, fecal flotation and microbiology and others.

Skill in identifying minute abnormal details of specimens under a microscope.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment.

### ***Physical Demands:***

Balancing: maintaining body equilibrium to prevent falling over

Carrying: transporting an object, usually by hand, arm or shoulder

Crouching: bending body downward and forward by bending legs

Eye/Hand/Foot Coordination: performing work through using two or more

Feeling: perceiving attributes of objects by means of skin receptors

Fingering: picking pinching or otherwise working with fingers

Handling: seizing, holding, grasping or otherwise working with hand(s)  
Hearing: perceiving the nature of sounds by the ear  
Lifting: raising or lowering an object from one level  
Pulling: exerting force on an object so that it is moving to the person  
Pushing: exerting force upon an object so that the object is away  
Reaching: extending the hand(s) and arm(s) in any direction  
Repetitive Motions: making frequent movements with a part of the body  
Standing: remaining on one's feet in an upright position  
Stooping: bending the body by bending the spine at the waist  
Talking: expressing or exchanging ideas by means of spoken words  
Walking: moving about on foot on uneven surfaces  
Lifting: raising or lowering an object more than 50 pounds

***Working Environment:***

Wet: frequent contact with water or other liquid  
Noise: sufficient noise to cause distraction or possible hearing loss.  
Hazards: conditions where there is danger to life, body, and/or health  
Exposed to hazardous anesthetic agents, body fluids and wastes  
Exposed to hazards of handling diseased organs and tissues  
Exposed to housekeeping/cleaning agents/chemicals  
Exposed to infection from disease-bearing specimens  
Exposed to infections and contagious disease  
Exposed to odorous chemicals and specimens  
Exposed to odors in kitchen and/or patient areas  
Exposed to unpleasant elements (accidents, injuries and illness)  
Exposure to toxic chemicals  
Handles emergency or crisis situations  
Subject to burns and cuts  
Subject to many interruptions  
Subject to varying and unpredictable situations

***Education Requirement:***

Graduation from an accredited animal health technician school

***Experience Requirement:***

One year of experience with a veterinarian in an animal health care environment

***Education/Experience Equivalency:***

A combination of the appropriate type and level of education and experience may be substituted for the minimum education and experience requirements.

***Licensure and/or Certification:***

By position, possession of a valid driver's license at the time of application. Possession of a valid Colorado Class "R" driver's license prior to the end of probation.

**CLASS DETAIL**

**FLSA CODE:** Non-Exempt

**ESTABLISHED DATE:** 09/16/1995

**ESTABLISHED BY:** Jean Canfield

**REVISED DATE:** 07/05/2009

**REVISED BY:** Hameed Pousti

**CLASS HISTORY**  
09/1995 – This class was originally created.  
07/2009 – The class spec was updated and placed into new format.