



## **Certified Veterinary Technician**

**Category:** Classified  
**Pay Grade:** C21  
**Job Code:** 20060

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

### **JOB SUMMARY**

Performs skilled technical work assisting in medical and surgical procedures in the Animal Services Department; provides medical assistance by administering anesthesia, injections, and medication; prepares animals for, and assists in, surgery and post-operative observation; performs euthanasia on animals; supplies inventory control, security of drugs, laboratory work, and related clerical duties.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Prepares animals for surgery, outfits operating room with surgical packs, assists veterinarian in surgical procedures, observes and reports animal health changes pre- and post-surgery, and maintains surgical data records;
- Administers medications, vaccinations, anesthesia, and oral, intra-muscular, subcutaneous, and intravenous injections;
- Enforces, controls, and maintains security of drugs and barbiturates, in accordance with federal laws, rules, and regulations;
- Responds to spay and neutering, and other animal medical questions from the public, and notifies owners of impounded animals of upcoming surgery;
- Performs pre-surgery physical examinations and evaluations, reports known history of animal, blood work results, and vaccinations;
- Examines, evaluates, and vaccinates impounded animals, determines adoptability, inspects kennel population daily for injuries or illness, and reports suspect animals to superior;
- Performs assigned laboratory tasks;
- Examines animals, schedules surgery, and instructs and cautions owners on future animal care and control;
- Maintains inventory, including controlled drug inventory;
- Cultivates relationships with foster families and provides care and updates wellness protocols for animals in foster homes;
- Performs adoption exams;
- Performs euthanasia on a variety of species;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Possession and maintenance of a valid Florida Veterinary Medical Technician Certification (certification from the Florida Veterinary Medical Association (FVMA) or the Florida Veterinary Technician Association (FVTA) are recognized equally); applicants possessing a Veterinary Medical Technician Certification from another state or graduates of American Veterinary Medical Association (AVMA) accredited Veterinary Technician programs may be considered for employment but must acquire Florida certification within six (6) months.

**Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Physical strength and agility to lift heavy animals, equipment, and supplies.
- Exposure to personal risk during assignments causing periodic contact with hostile or diseased animals.
- Other knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities:**

- Knowledge of veterinary medical/surgical practices, procedures, and laboratory procedures;
- Skill in applying medical and surgical procedures;
- Ability to understand and follow oral and written instructions;
- Ability to handle and restrain all size animals;
- Ability to establish and maintain effective working relationships with other employees, supervisors, and others;
- Ability to deal effectively, tactfully, and courteously with the public;
- Ability to operate a personal computer and other office equipment to enter and retrieve information, monitor work performed, and communicate information in reports, etc., at a reasonable rate of speed.

**PHYSICAL/MENTAL DEMANDS**

The work is medium work which requires 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. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Standing:** Particularly for sustained periods of time.

- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORKING CONDITIONS**

Work is performed in an environment where errors can lead to significant physical or mental consequences for self or others.