



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 791.1

Job Title: **VETERINARY TECHNICIAN**

Pay Grade: 15

### **GENERAL SUMMARY:**

Performs a variety of semi-technical and technical animal health tasks encompassing animal management, diagnostic laboratory and surgical procedures, and therapy and treatment techniques.

### **RESPONSIBILITIES:**

- Assists the veterinarian with emergency animal treatment, routine examinations and vaccinations.
- May transport animals from cages and restrain animals weighing up to 120 pounds for injections, medication and examination; may administer selected medications.
- Assists veterinarian with surgery, including sterilization of instruments and surgical area, animal prep, and monitoring of vital signs; monitors post-operative recovery and reports changes in condition.
- Prepares specimens and performs diagnostic laboratory tests, e.g., microscopic egg counts, etc.
- Maintains animal health and surgical records.
- May feed and water animals and clean cages and runs.
- Performs other related duties as assigned.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires an Associate's of Applied Science degree. American Association for Laboratory Animal Science Certification and/or training in accordance with the A.A.L.A.S. is preferred.

#### **EXPERIENCE:**

One year of directly related experience as a veterinary technician working in shelter medicine, spay/neuter clinic, or wellness clinic or private veterinary practice is required.

Two years of experience as a veterinary technician may be substituted for the Associate's degree requirement.

#### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

**IMPACT OF ACTIONS:**

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

**SPECIFICATIONS: (continued)****SUPERVISION EXERCISED:****Direct Supervision:**

No direct report employees.

**Indirect Supervision:**

No indirect reports.

**CONTACTS:****Internal Contacts:**

Level of internal contact is primarily with clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

**External Contacts:**

Level of external contact is primarily with lower-level service representative and vendors. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls and answering simple questions.

**PHYSICAL EFFORT:**

The position requires extensive physical exertion, such as lifting heavy objects of at least 80 pounds on a frequent basis, deep bending, climbing of steps and/or assuming awkward positions.

**WORK ENVIRONMENT:**

There are frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

**PHYSICAL SKILL:**

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

**MISCELLANEOUS:**

All duties and responsibilities may not be listed in the above job description.

**JOB FAMILY:**

Veterinarian Technician  
Veterinarian Technician Supervisor

*Effective: October 1990  
Revised: September 2007*