CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 791.7

Job Title: **STAFF VETERINARIAN, DVM**

Pay Grade: 30

GENERAL SUMMARY:

Administers comprehensive animal health programs encompassing a broad range of animal classes and species.

RESPONSIBILITIES:

- Provides hospital and field diagnosis and treatment for diseases and injuries to animals.
- Prescribes medications, including controlled substances, and changes in animal diets and/or environment.
- Orders and evaluates laboratory tests.
- Performs surgical procedures and provides anesthesia services.
- Investigates, controls and prevents animal diseases communicable to man or animal through a variety of vectors, including direct/indirect contact, i.e., man to animal, animal to animal, animal to man, insects, foods or environmental contamination.
- Provides training of personnel and volunteers in areas such as animal care and nutrition, breeding, and housing and environment; teaches techniques for handling animals with a broad range of temperaments and about restraint requirements.
- Conducts autopsies to determine cause of animal death. Analyzes findings and formulates recommendations to prevent future disease or injury.
- Prepares and maintains appropriate records.

SPECIFICATIONS:

KNOWLEDGE:
Requires a Doctoral degree in Veterinary Medicine and a license to practice Veterinary Medicine in the State of Texas.

EXPERIENCE:
One year of professional veterinary experience is preferred.

COMPLEXITY:
Work is nonstandardized, complex and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

IMPACT OF ACTIONS:
Errors in work could lead to significant expense and inconvenience. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, and pay changes of non-supervisory personnel.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. 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 citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:
The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

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:
Staff Veterinarian, DVM
Chief Veterinarian, DVM

Effective: August 2004
Revised: October 2016
Revised: March 2019
Revised: July 2023