



Code: 3489

Family: Construction, Maintenance, and Skilled Labor

Service: Health and Welfare

Group: Medical and Social Service

Series: Public Health

CLASS TITLE: SUPERVISING VETERINARY TECHNICIAN

CHARACTERISTICS OF THE CLASS

Under general supervision, functions as a working supervisor to Veterinary Assistant's and Certified Veterinary Technician's (CVT) engaged in the treatment and care of sick or injured animals at the Animal Care and Control Center, and performs related duties as required

ESSENTIAL DUTIES

- Assigns, supervises and monitors the work of Veterinary Assistant's and CVT's engaged in the general care and medical treatment of animals
- Updates and maintains daily rosters of scheduled surgeries, examinations, and treatment logs and assigns duties such as cleaning and sterilizing medical equipment, taking x-rays, preparing animals for surgery, and administering drugs and medications
- Assists Veterinarians in the administration of drugs and the treatment of sick and injured animals, or if needed performs euthanasia by injection
- Performs various pre-surgery and surgical procedures (e.g., prepping sterile surgical site; monitoring anesthesia, both intravenous and gas; handing instruments to Veterinarian)
- Monitors and maintains records on the center's inventory tracking system, entering and updating information relating to drugs and supplies dispensed, the intake of animals, medical procedures and surgeries performed and adoption or outcome of animals
- Trains staff in all related job functions including various medical procedures, diagnostic testing, and record keeping
- Monitors work performance of staff, prepares performance evaluations, initiates corrective and disciplinary actions, and may participate in the hiring process
- Maintains and ensures the security of the center's controlled substances and laboratory supplies inventories
- Orders pharmaceuticals and related laboratory supplies
- Evaluates animals using established safety criteria to assess whether they are adoptable
- Prepares various operational, performance metrics, and work reports for use by management
- Provides post-surgical care information to persons adopting spayed or neutered animals
- Completes medical portion of adoption paperwork

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an American Veterinary Medical Association (AVMA) accredited two year college program in Veterinary Technology, plus two years of work experience in the treatment and care of animals in an animal hospital or an animal shelter's medical division, of which one year is in a supervisory role related to the responsibilities of the position

Licensure, Certification, or Other Qualifications

- Must be licensed in the State of Illinois as a Certified Veterinary Technician (CVT)
- Must have State of Illinois certification as an euthanasia technician at time of hire

WORKING CONDITIONS

- Animal shelter environment (e.g., exposure to wet, smells, animal waste, blood)
- Exposure to microorganisms
- Exposure to infectious waste

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Safety equipment
- Laboratory equipment (e.g., sterilizers, scales, centrifuges)
- Dental equipment, dentistry tools, and anesthetic devices
- Medical and surgical equipment and instruments (e.g., stethoscope, sterilizer, scale, tongue depressor, microscope, x-ray machine, life signs monitor)

PHYSICAL REQUIREMENTS

- Heavy lifting (up to 75 pounds) is required
- Ability to walk and stand for extended or continuous periods of time
- Ability to bend, stretch, or reach out to grasp and handle animals and equipment
- Ability to administer drugs and perform euthanasia on animals

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *veterinary medicine and surgical procedures
- *veterinary medical equipment, instruments, materials, and supplies
- testing and treatment practices and procedures related to animal diseases and disorders
- *anatomy and physiology of animals
- *medical terminology related to the veterinary field
- sanitary principles, practices, and procedures as it relates to animal care facilities

Moderate knowledge of:

- *supervisory methods, practices, and procedures
- applicable computer software packages and applications

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Veterinary Assistant class

Skills

- ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING – Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- SCIENCE – Use scientific rules and methods to solve problems
- EQUIPMENT MAINTENANCE – Perform routine maintenance on equipment and determine when and what kind of maintenance is needed

Other skills as required for successful performance in the Veterinary Assistant class

Abilities

- COMPREHEND ORAL INFORMATION – Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK – Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION – Read and understand information and ideas presented in writing
- WRITE – Communicate information and ideas in writing so others will understand
- CONCENTRATE – Concentrate on a task over a period of time without being distracted
- MAKE SENSE OF INFORMATION – Quickly make sense of, combine, and organize information into meaningful patterns

Other abilities as required for successful performance in the Veterinary Assistant class

Other Work Requirements

- INITIATIVE – Demonstrate willingness to take on job challenges
- LEADERSHIP – Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY – Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY – Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Veterinary Assistant class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
March, 2020