



EWC
Job Description
Position Duties & Responsibilities

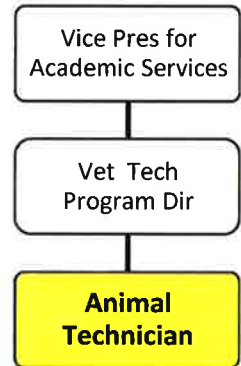
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|--------------------------|------------------------------|------------------------|----------------------------|
| Job Title: | Animal Technician | Classification: | Veterinary Specialist |
| Department: | Academic Services (Vet Tech) | Duration: | 12 Months (1 Jul - 30 Jun) |
| Primary Location: | Torrington, WY | FLSA Status: | Non-Exempt |
| Position Number: | 1099 | DBM/Level: | B22 |

Job Summary: *Brief narrative that highlights the general characteristics of the position, or a general overview.*

The Animal Technician is a full-time, 40 hours weekly, benefitted, B22, Classified categorized position located at the Main Campus. The Animal Technician’s primary duty is the ensure the overall health and well-being of animals kept or owned by the College for Veterinary Technology (VT) and Agriculture purposes. The position serves to ensure compliance with Institutional Animal Care and Use Committee (IACUC) and the Committee on Veterinary Technician Education and Activities (CVTEA) standards. The individual is also responsible for completing, tracking, and reporting paper and computer records associated with the care, treatment, and housing of animals. Inventory control is also an included duty. Strong organization, communication, and attention-to-detail skills are needed to meet assigned duties. The Animal Technician typically works Monday through Friday, 8:00 am to 5:00 pm and is on-call to respond for animal emergencies after business hours and over weekends. Depending on part-time employee availability, working weekends and during College closure and vacation days is required. The position requires minimal travel within the state and the College’s six-county Service Area.

Organizational Relationship: *Title of position’s supervisor and, if applicable, title(s) of employee(s) supervised by this position.*

The Animal Technician is supervised by the Veterinary Technology Program Director and receives annual performance evaluations after the conclusion of the one year Probationary Period. The second level supervisor is the Vice President for Academic Services. The supervisory chain is depicted at right.



The Animal Technician does not formally supervise or evaluate any EWC full-time employees. The position does not formally supervise any part-time employees but is required to oversee the actions and work of part-time employees and EWC-enrolled Work Study students.

Education and Experience Requirements: *What is the minimum level of education and experience necessary to perform the job, as recommended by the department?*

Minimum Qualifications:

- Associate of Applied Science degree in Veterinary Technology from an accredited program
- Previous work experience as a Veterinary Technician to include large animals (e.g. horse, cattle, sheep, pigs, goats)
- Successfully passed Veterinary Technician National Exam (VTNE) or successfully pass VTNE within one year of EWC date-of-hire/employment start date
- Current and valid state-issued Driver License

Preferred Qualifications:

- Bachelor degree in Veterinary Technology or related subject area
- Two years previous full-time Veterinary Technician work experience

Essential Functions/Duties: *(To perform successfully in this position, an individual must be able to perform essential duties satisfactorily as well as possess education/experience, employ the knowledge, skills, and abilities as listed in representative fashion; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions – this position is **NON-EXEMPT**, i.e., is eligible for compensatory or overtime pay provisions of the FLSA. This listing of essential duties is not all-inclusive, but representative, other duties may be assigned).*

- Schedule and coordinate the actions of part-time employees, students, and Work Study staff to provide care and feed all animals owned or assigned for VT and Ag Departments per defined procedures
 - In absence of other employees, students, and staff perform provide care for the animals
- Clean, disinfect, and maintain the facilities (e.g. cages, kennels) for those animals kept by VT and Ag to include weekends, holidays, and College closure and vacation days; on telephone recall after business hours and during weekends to respond to animal emergencies
 - Determine the appropriate chemicals/cleaning supplies to use
 - Communicate with the Attending Veterinarian/veterinarians about injured or sick animals; document their condition into records
- Work around, restrain, lift, and move animals as needed for their care and/or treatment
- Lift, carry, load/unload, and move animal feed and manure in wheel barrows or other device over uneven terrain
- Help medically treat animals under the direction of a licensed veterinarian; administer medications, perform exams, grooming, and emergency diagnostic work and treatment
- Complete, track, and report (as requested) paper and computer records associated with the care and treatment of animals
- Observe and assess animals to determine their health, eating habits, and behavior issues
- Order, receive, and stock inventory levels of animal care, feed, and veterinary supplies for VT and Ag
- Schedule animals for VT/Ag laboratory uses; record and maintain info related to animal tests/lab uses
- Monitor and oversee the maintenance of animal housing facilities for VT and Ag; submit Work Order requests as needed
- Work with IACUC to ensure required and accurate animal paperwork and documentation is created, filed, and maintained
- Perform all other duties of a similar nature or level as assigned

Knowledge, Skills, and Abilities: *These are the requirements for an employee who is capable of performing the full range of essential functions of the position.*

- Knowledge of...
 - Veterinary practices and procedures
 - Animal behavior, basic animal anatomy, and common animal diseases
 - Veterinary medical software and standard Microsoft (MS) Office applications
 - Proper cleaning and sanitizing methods and procedures
- Skill in and Ability to...
 - Schedule/coordinate schedules for animal care
 - Care and handle animals
 - Identify, observe, and document animal behavior
 - Clean and sanitize animal holding areas (e.g. cages, kennels)
- Skill and ability to communicate and apply interpersonal skills to interact with supervisor, co-workers, students, and the general public sufficient to exchange or convey info and receive work direction
- Skill and ability to effectively implement/utilize attention-to-detail techniques regularly
- Ability to read and follow instructions, write and enter data into a computer
- Ability to drive a car and a pick-up truck with or without an attached horse trailer
- Ability to work independently

Physical/Mental Demands & Special Requirements: *(The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform essential functions of this position and/or may be encountered while performing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- Daily computer and software use for veterinary medical applications (e.g. Avimark), MS Word, Excel, and Outlook/email
- Regular and repetitive motions include bending, kneeling, reaching, standing, walking, using fingers, grasping, feeling, talking, hearing, and seeing
- Necessary mobility to work around, feed, restrain, and move large animals, exotic animals, and companion animals
- Exert in excess of 100 pounds of force rarely/occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects
- Movement and positioning of large items including animals, their feed and waste, and equipment
- Exposure to and work on wet floors from hosing, cleaning, mopping, and disinfecting
- Subjected to fumes, odors, dusts, poor ventilation, chemicals, blood and other bodily fluids, low lighting, work space restrictions, intense noises, and varied atmospheric environments
 - Conditions range from climate controlled to outside temperatures for -20 degrees F to above 90 degrees F in calm or high winds and blowing snow, rain, or sleet


Veterinary Technology Program Director:


 Signature _____ Date 1/12/18

Vice President for Academic Services:


 Signature _____ Date 1/12/18

President:


 Signature _____ Date 1/12/18

Note: *This position duties and responsibilities is an overview; it is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the College are expected to perform other tasks of a similar or lower nature or level as assigned by their respective supervisor/manager regardless of job title or routine job duties.*

HR Office Processing

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| JD Received | | January 2, 2018 |
| JD Reviewed | | January 3-11, 2018 |
| JD Approved | | January 12, 2018 |
| Job Description Effective Date | | February 6, 2018 |
| Position Number Assigned/Verified by HR | | January 3, 2018 |