

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Animal Health Technician</u>
Sch & Grade	<u>PAT-6</u>
Class Code	<u>CA18</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Zoo Series</u>

PRIMARY PURPOSE:

Performs laboratory tests, maintains medical records and animal histories, and maintains sanitary conditions within the laboratory, hospital, isolation or quarantine facilities for the Dickerson Park Zoo.

SUPERVISION:

Under general supervision; receives verbal and written directions from the General Curator and contract veterinarian.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Performs all laboratory tests as directed; collects blood, fecal, and urine samples from animals; prepares specimens for examination; and performs a variety of analysis.
2. Maintains manual and computerized records of lab results, animal genealogy, medical histories such as weight, temperature, food intake, medications received, etc.
3. Provides food and water, cleans and administers medications according to prescribed schedules and instructions on a rotating basis.
4. Utilizes hypodermic syringes and/or a variety of devices to propel darts to administer medication and anesthetize animals.
5. Adjusts the temperature, humidity, and climate according to the animal's needs.
6. Monitors the condition of animals and notifies superiors of changes in appearance, appetite, physical condition, etc.
7. Maintains quarantined animals according to regulations.
8. Sterilizes laboratory equipment and instruments and cleans and disinfects the laboratory, hospital, nursery, pens, and cages.
9. Assists the veterinarian, zookeepers, and supervisors in examinations, administration of medications, and surgery as needed.
10. Prepares reports as required.
11. Maintains and orders supplies and materials for the laboratory, animal hospital and quarantine and isolation facilities.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, seminars, and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of laboratory procedures and laboratory tests; principles, procedures, and equipment involved in the care of domestic, native, and exotic animals.

Abilities

Effectively perform laboratory tests; prepare and maintain a variety of manual and computerized records and reports; maintain and operate microscopes, centrifuges, and other laboratory equipment; control and care for a variety of animals; and maintain sanitary conditions in the laboratory, hospital, quarantine and isolation facilities; follow oral and written instructions; communicate effectively both verbally and in writing; present an overall professional image; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; deal effectively and courteously with associates and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Requires a Bachelor’s Degree in Biology, Zoology, Animal Sciences, or a related field of study; or any combination of four years of education, vocational/technical training, and/or experience in biological sciences, zoology, animal science, medical technology, animal laboratory technician or veterinary assistant work, or a related area.

Physical Requirements

Performs bending, squatting, kneeling, and reaching from ground level and overhead; push and pull up to 75 pounds; hold and grip objects.

Working Environment

Both indoors and outdoors with exposure to a variety of extreme weather conditions; subject to safety hazards associated with caring for domestic, native, and exotic animals such as injuries resulting from bites or other physical contact; susceptible to strong odors, fumes, poor lighting, and cramped spaces. Possible exposure to disease due to contact with animals.

Licensing/Certification

None required.

Miscellaneous Requirements

None required.

Last Revision: January 31, 2012	GENERAL ORDINANCE NO. 4712
Comments: Updated Abilities	Date: June 9, 1997

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____