

ANIMAL CLINIC DRIVER / CARE TECHNICIAN

MAJOR FUNCTION

This is a skilled technical position requiring manual labor operating a commercial bus which houses the mobile veterinary clinic and assisting the Animal Center Veterinarian at off-site clinic locations.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Drives the mobile clinic to the off-site locations. Responsible for off-site set up and tear down.
- Performs repairs and routine maintenance and cleaning and sanitation of facilities and equipment.
- Maintains the bus on a daily basis, including fueling, checking tires, lights, water holding tanks, and all around general maintenance. Responsible for fleet maintenance service scheduling.
- Operates and maintains the on bus equipment, including but not limited to generators, batteries, surgical equipment, folding table, animal carriers, and related supplies.
- Processes clerical duties at off-site clinic locations. Maintains routine records, reports, and animal release documents.
- Transports and procures supplies and equipment for the mobile clinic and the animal center.
- Conducts animal identification, animal intake, redemption, and adoption. Issues animal licenses.
- Ensures compliance with local and state animal laws.
- Performs pre and post surgical care of animals. Handles animals of various species, ages, temperaments, and health conditions.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.
- Cleans and disinfects kennels and cages, including cleaning food bowls and litter pans, sweeping and using high-pressure water hose to clean floors and walls. Performs repair and routing maintenance of kennels and cages.

SECONDARY FUNCTIONS

- Assists in training coworkers in Neuter Commuter procedures.
- Prepares and dispenses food and water supplies; monitors food consumption, symptoms of

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disease and condition of confined animals.

- Assists in the administration of animal medication, routine vaccinations, heartworm testing, electronic implant scanning, and euthanasia with controlled substances.
- Transports refuse and dead animals for disposal to the County landfill.
- Assists with preparation and shipment of animal heads for rabies laboratory testing, cutting and sawing through specimens and packaging for shipment.
- Assists with impoundment of animals brought to the center. Required to handle potentially dangerous animals.
- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

This position has no supervisory responsibility.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

High school diploma or general education degree (GED), and two years experience and/or training in advanced kennel or shelter maintenance, veterinary technology, and animal control, or equivalent combination of education and experience.

Licenses

Possession of a valid Florida Class D Drivers License.

Certifications.

Required to successfully complete a Florida State approved sixteen hour euthanasia technician certification course and Florida State approved forty-hour Animal Control Officer training course within six months of employment. Rabies preventative immunization required upon hire.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

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Language Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively with customers or employees of organization.

Mathematical Skills

- Ability to calculate figures and amounts such as proportions, percentages, area and volume in assisting with administration of drugs and medications.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Problem Solving Abilities

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Can explain records and procedures to others as lead worker.
- Requires judgment regarding use of equipment, tools, or materials.

Specialized Skills and Abilities

- Knowledge of animal types, species, and breed identification.
- Knowledge of humane animal care, capture, and restraint.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

To accomplish the tasks of this position, the employee will be required to use the following machines and equipment: high and normal pressure water hoses, ketch-all poles, cat tongs, leashes, roll-around cart, wall-mounted a butcher paper dispenser with sharp cutting edge, various hand tools, rakes, shovels, rolling cages, vacuum cleaner, leaf blower, needles and syringes, sharp containers, animal vaccines, saws, sharp knives, hazardous materials protective garments, computer, copy machine, telephone, two-way radio, County vehicle, and various other general office equipment or small tools.

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PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to climb or balance, and to run; will regularly be required to talk or hear; and will frequently be required to stand, walk, use hands to finger, handle or feel, reach with hands or arms, stoop, kneel, crouch or crawl and to smell, and to lift up to one hundred pounds. Special vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will frequently be exposed to outdoor weather conditions, wet or humid conditions, and animal waste and blood and cleaning chemicals. The noise level for environment is loud.

Established: 10/99	Category: 8
Pay Grade: 9	Status: NE
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