Position Title: Veterinary Technician  
Department: Veterinary Services  
Reports to: Hospital Manager  
Supervises: None  
FLSA Status: Non-exempt  

**POSITION SUMMARY:** This technician is responsible for assisting with preventative and medical care for the animal health program, including maintaining medical records, monitoring anesthesia, and assisting with other veterinary procedures. This position is non-supervisory in nature but does provide guidance and mentorship to students. Promotes professional working relationships with zoo partners. Adheres to and supports all organizational policies and procedures and standards. Promotes teamwork!

**TO APPLY:** Please submit application or resume with salary requirements to abrown@cmzoo.org no later than 5:00 pm on June 30, 2017. No phone calls please.

**QUALIFICATIONS AND REQUIREMENTS:**
- Must be a Certified/Licensed/Registered Veterinary Technician  
- Must be eligible to certify in the state of Colorado  
- 2 years of clinical veterinary experience is preferred  
- Working knowledge of ZIMS Medical a plus but not required  
- Must submit to and pass a pre-employment drug/alcohol screening and criminal background check.  
- Creative problem-solving skills  
- Must have excellent written and verbal communication skills and demonstrate the ability to interact clearly and effectively with both internal and external customers.  
- Must be free of communicable diseases that can be readily transmitted in the workplace. TB test is required within first 7 days of employment.  
- Must be able to provide proof that you can legally work in the United States.  
- Skilled in establishing and maintaining effective working relationships with co-workers, vendors, Zoo staff, and the public.  
- Must have a high attention to detail while multi-tasking.  
- Strong organizational skills, both for project coordination and for file management. Possess the ability to stay organized and (re)prioritize daily tasks while accurately communicating timeline expectations.  
- Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.  
- Identifies problems and review related information to develop and evaluate options and implement solutions.
CHEYENNE MOUNTAIN ZOO

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- Understands the implications of new information for both current and future problem-solving and decision-making.
- The ability to select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- High energy for a fast-paced work environment
- Computer Proficiency in Word, Excel, internet and email.
- Ability to research, draw conclusions, and summarize data for discussion and review
- Take ownership and pride in responsibilities
- Possess the ability to organize and prioritize while working with strict deadlines

RESPONSIBILITIES AND DUTIES:

ORGANIZATIONAL EXPECTATIONS:

- Ensure discretion with confidential information.
- Maintains courteous, helpful and professional behavior on the job. Will support the success of the entire team by promoting a collaborative work environment.
- Consistently contributes to problem-solving and cooperates with identified resolutions.
- Must demonstrate regular attendance and punctuality.
- Brings issues and process improvement ideas to the attention of the Supervisor.
- Maintains verbal and written skills required for the position.
- Attends meetings and participates in committees as required.
- Completes trainings as required.
- Adheres to Company Dress Code Policy. Always “Zoo Crisp!”
- Demonstrates appropriate level of time management in support of co-workers and the entire team.
- Represent the Zoo in a professional manner

DEPARTMENTAL EXPECTATIONS

1. Veterinary Technician.
   a. Maintain open communications with Veterinarians, Hospital Manager, Animal Managers and keeper staff
   b. Set-up, break down and clean-up for procedures
   c. Anesthesia monitoring during procedures
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d. Lab sample processing and shipment
e. Assist vets with diagnostic testing and treatments
f. Ensure printed medical records are up to date
g. Coordinate with registrar in the creation of new medical records
h. Transport animals within zoo property safely
i. Under direction of veterinarians, administer the Preventive Health Program
j. Maintain proficiency in remote drug delivery in case of animal immobilization or animal escape (rifle, telinject, blowdart, pole syringe), with at least 2 practice sessions each year.
k. Assist with necropsies and ensure necropsy room remains clean
l. Run incinerator and process remains
m. Refill prescriptions under direction of veterinarian/hospital manager
n. Deliver medications to animal areas in a timely manner
o. Provide care & medical treatment for hospitalized patients including set-up and break down of enclosures
p. Coordinate with Hospital Manager and keeper staff to participate in voluntary blood draws and other operant conditioned behaviors for zoo collection
q. Coordinate with Hospital Manager and Veterinarians to schedule procedures and veterinary staff appointments
r. Instrument sterilization
s. Take radiographs; including equipment trouble-shooting and patient positioning
t. Provide mentorship and for veterinary and veterinary technician students
u. Participate in keeping accurate controlled drug logs, both physical and software based
v. Participate in maintaining overall hospital cleanliness
w. Participate in maintaining stock
x. Provide hospital tours for visitors as requested

2. Other duties as assigned.

INDEPENDENT ACTION
Must be a self-starter, take initiative, possess a high level of multi-tasking ability under high degree of pressure and be able to work with limited supervision.

EXTERNAL AND INTERNAL RELATIONSHIPS
Must be a cooperative and collaborative member of the team and able to handle interruptions and requests for information and assistance from employees with an attitude of good customer service. If any concerns in the workplace with coworkers, please discuss concerns directly with co-worker or with Hospital Manager.
ACCURACY AND EFFECTIVE TIME MANAGEMENT
The need for timeliness for other required activities creates pressure. The ability to prioritize tasks and use time effectively is essential.

RESPONSIBILITY FOR CONFIDENTIAL INFORMATION
This position handles highly sensitive information. Total confidentiality and discretion are mandatory regarding business information and other sensitive information.

PHYSICAL DEMANDS AND WORKING CONDITIONS:
The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical Requirements - While performing the duties of this job, the employee is frequently required to stand; walk; lift heavy objects; sit; use hands to handle or feel objects, tools, or controls; talk, see, hear and smell. Requires full range of body motion, manual and finger dexterity, and eye-hand coordination; requires the ability to use department equipment, to communicate effectively; The employee is occasionally required to reach and stretch with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee may be required to endure extremes in temperature and may work in hazardous environments where personal protective equipment is required; requires standing, walking on a steep terrain (Zoo), sitting (possibly for long periods of time) and performing repetitive tasks (including working on the computer) for up to the entire work day; requires the ability to lift/carry up to 50 pounds using appropriate body mechanics, possibly for extended periods of time.

- Visual, Hearing and Communication Requirements - Requires corrected vision and hearing to within normal range, with or without reasonable accommodation. Must be able to communicate effectively in verbal and written form with all levels of personnel within and outside of the organization.

- Environmental Conditions – Working in a closed office environment. Work space may be shared. Working conditions may be noisy with fluctuating indoor and/or outdoor temperatures. May be exposed to a risk of bodily injury through contact with moving instrumentation, substances and other conditions common to an office environment. Subject to exposure to animals which may have the potential for physical aggression. May be exposed to a risk of bodily injury through contact with moving instrumentation, toxic substances, bodily fluids, animal attack, communicable diseases, outdoor weather conditions and other conditions common in a Zoo environment. Subject to unpleasant odors.
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• Pressure Factor - Requires working under stressful conditions. Moderate pressure to meet scheduled and recurring deadlines.

Acknowledgement
I have read and understand the above job description; and I can perform the essential functions of this position and ensure that the Organization's Quality Systems, Policies, Goals and Objectives are met and maintained.

_______________________________  __________________
Print name       Signature     Date