



**Disability Services  
Safety and Claims Management**  
Department of Executive Services  
Human Resources Division  
500 4<sup>th</sup> Avenue, Room 500  
Seattle, WA 98104  
(206) 477-3350  
(206) 296-0514 FAX

Employee :

Claim # :

## JOB ANALYSIS

Job Title:	Licensed Veterinary Technician		
Department:	Executive Services	Division:	Records & Licensing Services
DOT Title:	Veterinary Technician	DOT #:	079.361-014
SVP:	6	Requestor:	Jeff Casem
Worksite Address:	216 64 <sup>th</sup> Ave. S Kent, WA 98032	Office Contact Name/ Phone/ Email:	Tim Anderson 206-263-5968 tim.anderson@kingcounty.gov
Original Analyst:	Kyle Pletz, VRC, CDMS		Analysis Date: 5/30/18
Update Analyst:			Update Date:

☒ On-Site    ☐ Interview    ☐ Representative

### JOB DUTIES:

Assisting the Veterinarian in preparing animals for surgery, inducing and monitoring anesthesia and recovery after surgery, assisting with exams, diagnostics and lab work, administering vaccines and other medical treatments and maintaining a safe and clean working environment.

### ESSENTIAL FUNCTIONS ACCORDING TO THE EMPLOYER:

All King County jobs require ability/essential function to:

- Demonstrate predictable, reliable, and timely attendance.
- Follow written and verbal directions to complete assigned tasks on schedule.
- Read, write, and communicate in English & understand basic math.
- Learn from directions, observations, and mistakes and apply procedures using good judgment.
- Work independently or as part of a team and interact appropriately with others.

### Job Specific Requirements:

1. Prepare animals for surgery, monitor anesthesia, and recovery.
2. Draw blood, run blood tests, analyze fecal samples, urinalysis, cystocentesis, administer vaccines, and other technical duties as needed.
3. Assess incoming shelter animals, perform physical exams, and administer treatments per shelter protocol.
4. Assist veterinarian with surgery, exams, euthanasia, blood draws, placing catheters, etc.
5. Administer daily treatments and medical care as needed to shelter animals per protocol.
6. Assist veterinarian in providing medical care to shelter and incoming animals.
7. Monitor animals, document and report changes and concerns to veterinarian.
8. Maintain assigned work areas with surgical packs, equipment, and supplies.
9. Perform maintenance-related duties as needed to maintain a safe, sanitary and humane working environment for staff and patients. This includes, but not exclusively, cleaning kennels, treatment areas, floors, surgery suite, surgical instruments, all areas of the clinic, laundry, etc.
10. Provide care for animals housed in the clinic, including feeding, watering and cleaning per clinic and shelter protocols.
11. Assist in office/clinical procedures and functions, including computer data entry.
12. Provide information regarding animal care and behavior, in person, over the telephone, or by e-mail.
13. Perform miscellaneous administrative support duties including communication with shelter staff, help provide support testimony for investigations, maintain medical records, assist with volunteer and staff training, and provide shelter management with input on policies and procedures.



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14. Maintain accurate controlled drug logs and other clinic records.
15. Provide training and guidance to volunteers assigned to the veterinary clinic and other areas as needed.
16. Other duties as assigned.

### **EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

#### **MINIMUM QUALIFICATIONS:**

- Minimum of two years of experience working directly with animals (primarily dogs and cats) in as a veterinary technician, to include performing spay and neutering support.
- Demonstrated knowledge of drug calculations and maintenance of a controlled drug log.
- Demonstrated knowledge of applicable policies, procedures, laws, regulations, and specialized terminology associated with veterinary medicine as governed by local, regional, state, and federal entities.
- Demonstrated knowledge of specialized terminology associated with veterinary clinic.
- Experience in animal handling and assessment techniques and proper methods for the care animals.
- Experience working directly with the public in providing customer service and responding to complaints, inquiries and problems.
- Ability to demonstrate effective customer service skills including effective listening, problem-solving, and verbal skills and ability to deal courteously, professionally and tactfully with the public.
- Ability to perform duties and maintain composure under difficult and stressful situations, including interactions with uncooperative or hostile persons.
- Demonstrated ability to handle animals in a humane manner under a variety of shelter/field situations, including willingness to euthanize animals as directed.
- Skill in prioritizing work, working independently and in a team setting.
- Skill in the use of using personal computers including word processing, email and database management software.
- Ability to work with kennel cleaning materials (i.e. bleach, disinfectants, degreaser, and other various household.

#### **NECESSARY SPECIAL QUALIFICATIONS:**

- Must be a licensed Veterinary Technician in Washington State.
- Must possess a valid Washington State Driver's License or have the ability to travel throughout King County, including rural areas.
- Must pass a thorough criminal background investigation and a pre-employment physical demonstrating the ability to perform moderate to difficult strenuous manual tasks including lifting animals weighing up to sixty (60) pounds on a frequent basis.

#### **DESIRABLE QUALIFICATIONS:**

- Experience working in an animal shelter environment.
- Experience performing surgical preparations independently.
- Preferred candidates will have experience working directly with the public in providing customer service and responding to complaints, inquiries, and problems. • Experience with a veterinary or animal shelter tracking software.
- Preferred candidates will have animal behavioral assessment experience.



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### Machines, Tools, Special Equipment, Personal Protective Equipment Used:

Gloves, whistle, eye protection, disposable apron, jumpsuit, face mask, shoe covers, autoclave, anesthetic machines, gas evacuation system, oxygen, hazmat suit, plastic and metal cat carriers, tracheotomy tubes, lariats, lead ropes, leashes, cage, lift table, muzzles, office equipment (computer, telephone, copy machine, fax), washing machine, dryer, microchips, dishwasher, microchip scanner, anti-fatigue mats, surgical instruments (including needles and surgical blades), ultrasonic cleaner, vaccines, needles, euthanasia chemicals and survival/1st aid kit, fire extinguisher, leukemia test, various testing equipment and medications (some of which are narcotics).

## PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern	
<b>N</b> = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time	
<b>S</b> = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time	
<b>O</b> = Occasional (11-33%, 49 min. – 2 hr 40 min)	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Seasonal	
<b>F</b> = Frequent (34-66%, 2 hr 41 min – 5 hr 20 min)	<input type="checkbox"/> Heavy	10	Hours Per Day
<b>C</b> = Constant (67-100%, more than 5 hr 20 min)	<input type="checkbox"/> Very Heavy	4	Days Per Week
<b>Work Pattern (continued)</b>		FLSA Exempt <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

The Dictionary of Occupational titles classifies this position as MEDIUM. This position is covered by the provisions of the Fair Labor Standards Act and is overtime eligible and at times may be mandatory.

Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
<b>Lifting</b> floor – waist		21-40	1-20			Up to 2-3 min./time, 1.5 hrs. total while manipulating cat food 16-20 lbs., cat litter 18-20, cases of wet food 5 lbs., cleaning solutions 5 lbs., cages (with and without small animals) 5-15 lbs., laundry 10-15 lbs., small animals.  Up to 12x/shift employee may lift an animal up to 40 lbs. (beyond 40 lbs. should be performed with a team lift, or a lift table should be utilized).
<b>Lifting</b> waist–shoulder		1-20				Up to 5 sec./time, 1 hr. total while manipulating cat food 16-20 lbs., cat litter 18-20, cases of wet food 5 lbs., cleaning solutions 5 lbs., cages (with and without small animals) 5-15 lbs., laundry 10-15 lbs., small animals.
<b>Lifting</b> above shoulder		1-5				Up to 5 sec./time, 1 min. total while loading/unloading animals in upper cages and placing/removing various supplies on upper shelves



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Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
<b>Carry</b> (Distance/Surface)		16-40	1-15			Up to 450' time with 1-15 lbs., for up to 3 hrs. total with animals in cages 1-15, wet food, laundry and various supplies  16-40 lbs. up to 15', 12x/shift while transporting anesthetized animals between cages and table.
<b>Pushing/Pulling</b> (Distance/Surface)		21-40	1-20			1- 20 lbs. of force, up to 5 min./time, 1 hr. total with various carts, cages, etc. Restraining animals and walking dogs. Employee also opens/closes cage doors up to 100-200 times per day with a pushing/pulling force of 3-10 pounds, moving lift table (20 lbs.).  Up to 5 min/time, 1 hr. total. while controlling a reluctant animal on a leash (or restrain during a procedure) with approximately 40 lbs. of force

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting			X			Up to 1hr/time, 2 hrs. total while performing computer duties, completing paperwork and utilizing the telephone.
Standing			X			Up to 10 min./time, 2 hrs. total while interacting with customers, performing procedures, preparing animals for surgery, performing examinations and cleaning/rewrapping surgical packs.
Walking				X		Up to 1 hr./time, 6 hrs. total on concrete, linoleum, gravel carpeted and inclined surfaces while traversing within the shelter and gravel lot.
Perform Work on Ladders	X					
Climbing		X				Up to 5 sec./time, 30 min total while climbing stairs (4 steps at a time) as well as using step ladders to access upper cages.
Balancing					X	Up 1 hr./time 7 hrs. total on wet/slick floors, uneven ground and sloped surfaces while restraining/controlling an animal (in or out of cage), cleaning kennels/cages and traversing within the facility.
Stooping / Bending			X*			Occasionally at neck and torso for up to 5 min./time, 2-3 hrs. total while restraining animals, cleaning low cages, putting a leash on a dog, picking up animals, scanning animals for microchips, performing laundry duties, vaccinating and inspecting animals. *Can squat/kneel to reduce bending/stooping on most occasions.
Twisting at Neck					X	Up 3 hrs./time 9 hrs. total while cleaning cages/work area, restraining/controlling animals, performing inspections and preparing animals for procedures and hauling animals.



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	N	S	O	F	C	
Twisting at Waist				X		Up 3 hrs./time 9 hrs. total while cleaning cages/work area, restraining/controlling animals, performing inspections and preparing animals for procedures and hauling animals.
Squatting / Kneeling			X*			Occasionally at neck and torso for up to 5 min./time, 2-3 hrs. total while restraining animals, cleaning low cages, putting a leash on a dog, picking up animals, scanning animals for microchips, performing laundry duties, vaccinating and inspecting animals. *Can bend/stoop to reduce squatting/kneeling on most occasions.
Crawling	X					
Reach waist to shoulder					X	Up to 2.5 hrs./time, 7 hrs. total while attaching leashes, inspecting/manipulating animals, administering vaccines/pharmaceuticals, opening/closing cages, etc.
Reach above shoulder		X				Up to 5 sec./time, 1 min. total while loading/unloading animals in upper cages and placing/removing various supplies from upper shelves.
Reach below waist			X			Occasionally at neck and torso for up to 5 min./time, 2-3 hrs. total while restraining animals, cleaning low cages, putting a leash on a dog, picking up animals, scanning animals for microchips, performing laundry duties, vaccinating and inspecting animals.
Keyboarding		X				Up to 5 min./time 30 min. total, hrs. total while utilizing the computer.
Wrist Flexion/Extension					X	Up to 2.5 hrs./time, 7 hrs. total while attaching leashes, inspecting/manipulating animals, administering vaccines/pharmaceuticals, opening/closing cages, etc.
Handle/Grasp			X			Up to 5 min./time, 3 hrs. total while holding the scruff of an animal, manipulating leashes, holding/inspecting animals, restraining animals, manipulating cages and scrubbing floors/kennels.
Forceful Grasp		X				up to 5 min/time, 1 hr. total. while controlling a reluctant animal on a leash or restraining during a procedure.
Fine Finger Manipulation					X	Up to 1 hr./time, 8 hrs. total while performing computer work, writing and filling out reports and forms, drawing up medications, giving injections, cleaning and rewrapping surgical packs, applying topical medication, administering oral medication, operating office equipment, opening cages, manipulating paperwork etc.
Hand Controls			X			Up to 5 min./time, 2 hrs. total while operating computer mouse, washer/dryer, autoclave, anesthetic machine, syringes and various tests (such as leukemia)
Foot Controls		X				Up to 10 sec./time, 2 min. total while using foot pedals for sink/water, surgical table and wheel locks on carts/tables.
Repetitive Motion	X					Body Part: _____ Cycles/hr: _____



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	N	S	O	F	C	
Vibratory Tasks – High	X					
Vibratory Tasks – Low	X					
Talking					X	To communicate with customers, outside vendors and staff.
Hearing					X	To communicate with customers, vendors and staff. Also hears machines, alarms, animals etc.
Visual – Near Acuity					X	Computer, documents, administering medications, injections, manipulating needles.
Visual – Far Acuity				X		Identify animals and customers. Watching animals recover from anesthesia.
Visual – Depth Perception				X		Administering medications, injections, manipulating needles.
Visual – Color Discrimination				X		Identifying animals, visual inspection of animals, administering medications.
Visual – Accommodation				X		Traversing within the facility, interacting with animals, watching animals recovering from anesthesia.
Visual – Field of Vision				X		Interacting with animals and customers.
Exposure to Weather		X				
Extreme Cold		X				
Extreme Hot		X				
Wet and / or Humidity			X			
Proximity to Moving Mechanical Parts		X				
Exposure to Explosives		X				Oxygen tanks.
Atmospheric Conditions					X	Cleaning agents, fur/dander.
Exposed Heights	X					
Exposure to Electricity	X					
Exposure to Toxic / Caustic Chemicals					X	Euthanasia chemicals, narcotics, anesthetics, injectables and some cleaning chemicals.
Exposure to Radiation		X				X-ray machine
Noise Intensity	<input type="checkbox"/> Very Quiet <input checked="" type="checkbox"/> Quiet <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Loud <input type="checkbox"/> Very Loud					Noise level ranges from quiet to loud. Employee is exposed to loud animals, such as barking dogs.
Other:						Employee continuously interacts with animals that are unpredictable, agitated, ill, diseased, injured, aggressive, undomesticated, drugged, etc. There is the potential for bites/scratches as well as exposure to contagious disease.



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### Analyst's Comments:

### Possible Employer Modifications:

### Update Comments (*if applicable*):

**Note:** The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a “best estimate” may have been used.

### Analyst:

Kyle Pletz, VRC, CDMS

### Update (if applicable):

\_\_\_\_\_  
Vocational Consultant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vocational Consultant

\_\_\_\_\_  
Date

### Employer Verification:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

### Employee Verification: (optional)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



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### MEDICAL PROVIDER:

- ☐ I agree that the employee can perform the physical activities described in this job analysis and can return to work. Date employee is released to return to work if different from today's date: \_\_\_\_\_
- ☐ I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a ☐ permanent basis or ☐ temporary basis.
- ☐ The employee **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: \_\_\_\_\_

Treatment plan: \_\_\_\_\_

- ☐ The employee is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

### Comments:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

- ☐ Attending Physician    ☐ Consulting Physician    ☐ Pain Program Physician
- ☐ IME Physican    ☐ PCE Therapist    ☐ OT / PT Therapist    ☐ PEP Physician