



Job Description

Job Title: Veterinarian Technician
Reports To: Chief Veterinary Officer
FLSA Status: Non-exempt, full time

SUMMARY:

The Veterinarian Technician (VT) is responsible for providing veterinary technical support for the Central Florida Zoo & Botanical Gardens' animal collection, onsite and off site. This position reports directly to the Chief Veterinary Officer (CVO). The VT will work in collaboration with the Animal Operations Team to provide exemplary husbandry and medical care to the animals at the Zoo and the OCIC. Additional guidance is received through established policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The employee in this position must be able to perform all the essential job duties listed below; however, this list is not intended to be all inclusive of the specific tasks that an employee in this position may be expected to perform.

- Be a Zoo ambassador at all times.
- Performs veterinary diagnostics and prepare treatment plans.
- Collaborate with the CVO and the animal operations team to schedule routine maintenance for the animal collection.
- Collaborate with the CVO and the animal operations team to schedule any necessary procedures/surgeries for the health of the animals.
- Maintains drug inventory and supply and prepare prescriptions as needed.
- Maintains medical and laboratory areas and ensure equipment is clean and maintained to OSHA and AZA standards.
- Manage animal records and ensures the maintenance and quality of animal records for use in the management and development of husbandry and breeding programs, preparation of scientific publications and provision of data for cooperative ventures at both the regional and international levels.
- Serve as principal advisor to the Director of Animal Operations on registration and collections and on legal and logistical aspects of collections activities.
- Participate with administrative, curatorial and other support staff in implementing and reviewing various collection management objectives, setting and developing policy and procedures.
- Serve as a liaison and information source to other Zoo departments and outside organizations on matters of animal records and related issues.
- Set procedures for domestic and international shipments of live animals. Establishes and implements documentation standards for shipment records in collaboration with the Director of Animal Operations.
- Develop and directs the collection of maintenance of inventory of the animal collections, and records daily transactions including shipments, births, deaths, behavioral, reproductive and medical notes. Provide administrative, curatorial and other appropriate staff with activity reports.
- Enter and maintain all procedure records accurately in file.
- Assist in quarantine care; hand-raising and training animals when necessary and appropriate.
- Develop and nurture professional relationships with all Zoo team members.
- Adheres to all Central Florida Zoological Society's policies and procedures.
- Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum 18 years old.
- Must provide a negative TB and drug test result.
- Proficiency in Microsoft Office applications; Word, Excel and PowerPoint.
- Knowledge of and experience with animal records software – specifically ZIMS.
- Knowledge of zoological nomenclature.
- Knowledge of inventory accession and record-keeping practices.
- Knowledge of concepts, principals, and practices of professional museum and zoo registration methods and collection management standards.
- Knowledge of the laws regulating animal acquisition, disposition, exhibition, husbandry standards and transportation within the U.S. and abroad is desirable.
- In depth knowledge of and experience with all AZA standards regarding both daily operations and preparation for AZA accreditation application and on site visits.
- Possess excellent people and communication skills, both written and verbal.
- Attention to detail.
- Able to work well as a team player in a fast-paced, energetic environment, and also work independently.
- Must be able to take direction, both verbally and written.
- Must be able to sit/stand for long periods of time.
- Able to correctly wear and use appropriate protective equipment if necessary.
- Must have the ability to work flexible hours, including weekdays, weekends, holidays and evenings.

EDUCATION/EXPERIENCE:

- Must be a graduate from an accredited Veterinary Technical program (certification/registration preferable)
- Must be licensed or be able to become licensed in Florida within one year of accepting position.
- Prefer one or two years experience in a veterinary technical position.
- A minimum of 1 year experience working with exotic animals
- Excellent computer skills

LANGUAGE ABILITY:

- Ability to respond to common inquiries, requests or complaints from guests and/or staff in a kind and courteous manner.
- Must be able to communicate with guests and staff clearly and effectively.
- Must be able to collect and collate information from a variety of sources into concise and accurate reports.
- Multi-lingual is a plus.

MATH ABILITY:

- Must have the ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Knowledge of statistics and population management skills desirable.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Florida State Driver License.

PHYSICAL DEMANDS:

In compliance with the Americans with Disabilities Act, the following have been identified as physical requirements of the job:

- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Standing for long periods of time.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee is frequently required to use hands and fingers to handle, reach or feel and manipulate objects or controls. The employee is frequently required to sit, walk distances, climb, balance, stoop, bend, kneel and crouch.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

A large percentage of duties are performed outdoors in various weather conditions, ranging from rain, wind, cool to cold weather, and extreme heat and humidity. It is possible the employee will be exposed to dust and harsh chemicals that if not handled properly may present a health hazard. The noise level in the work environment is usually moderate.

Central Florida Zoo & Botanical Gardens reserves the right to revise or change job duties and responsibilities as the need arises. This job description pertains to an “at will” position with the Central Florida Zoo & Botanical Gardens and in no way constitutes a written or implied contract of employment.

The Central Florida Zoological Society is an equal opportunity employer and makes decisions related to compensation and all terms, conditions or privileges of employment on the basis of merit. Company policy prohibits unlawful discrimination based on race, color, creed, sex (including pregnancy), gender orientation, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, genetic characteristic, military status or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and prohibited by the CFZS.