

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:	VETERINARIAN
FLSA STATUS:	EXEMPT PROFESSIONAL
SAFETY SENSITIVE:	SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform under general direction professional, managerial, and administrative duties involved in prevention and control of communicable diseases among animals. Performs other related duties as required. Responsible for directing care for nearly 7,000 animals a year and must train and educate other staff members in disease control measures and protocols. Must be able to perform 20-25 surgeries including spays and neuters each day as well as provide examinations for sick and injured stray animals and healthy adoptable animals. Must be willing/able to perform pediatric spay and neuters. Works closely with the Animal Control Director and Chief Veterinarian to develop policies and procedures relative to the organization's purpose, providing care for stray and homeless animals of Rutherford County. Reports to Animal Control Director and Chief Veterinarian.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Focuses on dogs and cats; however, one must be able to direct care for other species as well. Those may include but are not limited to the following: rabbits, goats, chickens, parrots, guinea pigs, hamsters, and horses.

Examines, diagnoses, and treats diseased and injured animals housed at Rutherford County PAWS to determine nature of disease or injury and treat animal surgically or medically.

Performs pediatric surgical spay and neuter operations and oversees pre- & post-operative care of animals.

Provides medical insight concerning drugs and procedures used for euthanizing and tranquilizing animals.

Administers euthanasia drugs to those animals suffering from an incurable disease or injury as well as performs euthanasia on unclaimed animals after a required holding period.

Advises animal owners about sanitary measures, feeding, and general care to promote health of animals and responsible pet ownership.

Consults with recent pet adopters and their veterinarians regarding illness or post adoption problems.

Maintains and keeps accurate records for patients and tracking of administration of medications to sick animals.

Prepares postmortem animals for laboratory tests.

Monitors animals in quarantine for indications of rabies.

Inoculates animals at Rutherford County PAWS against rabies.

In the event of a contagious disease, directs disease control measures to minimize spread within the facility.

Rutherford County, Tennessee • Veterinarian

Trains animal control staff in veterinary assistance procedures.

Supervises animal control staff while they are providing assistance during veterinary procedures and offers input to Animal Control Director in preparing staff performance evaluations with regard to performance in veterinary assistance duties.

Provides input and assistance to Animal Control Director as needed to include but not limited to areas of: public education, community relations, surveys, studies, and improvements in operational procedures for PAWS.

Testifies in court proceedings involving vicious animals and animal cruelty cases as needed.

Prepares reports for Animal Control Director and/or Public Safety Commission as needed.

Maintains working knowledge of current laws and regulations governing animal control; including but not limited to laws regulating storage security and accountability of euthanizing solutions and other drugs.

Works under the supervision of Animal Control Director and Chief Veterinarian who defines overall objectives and priorities of the work and is consulted on unusual or complex cases.

Must work hours as scheduled.

Complete work at assigned workstation as determined by supervisor.

ADDITIONAL FUNCTIONS

Requires attendance to veterinary conferences and seminars for continuing education license requirements.

Additional surgical procedures as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Doctor of Veterinary Medicine degree with a focus on shelter medicine from an accredited college with pediatrics surgery experience, supplemented by two (2) years of prior experience and/or training involving provision of veterinary services (preferred but not required); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid license to practice Veterinary Medicine in Tennessee. Must possess and maintain a valid class "D" Tennessee driver's license. Must possess time management skills, including the capability to work productively in fast-paced environment, focus on several tasks at once, and be prepared for interruptions when needed to attend to more crucial matters. Must be able to effectively communicate knowledge and information to a non-technical audience. Must possess basic computer skills, including but not limited to word processing, email, and Internet.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 150 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, traffic hazards, bright/dim light, toxic agents, violence, disease, pathogenic substances, animal/wildlife attacks, or animal bites.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Estimated Total Hours: 5 Maximum Continuous Time: 4

2. SITTING

Estimated Total Hours: 3 Maximum Continuous Time: 1

3. LIFTING/CARRYING

Objects: Animals

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs	X				
26-50 lbs	X				
51-75 lbs		X			
76-100 lbs			X		
>100 lbs			X		

4. PUSHING/PULLING

Objects: animals, cages

Height of hands above floor during push: most frequently chest level

5. CLIMBING

Tasks: step ladder to reach items on upper shelves

6. BENDING/SQUATTING/KNEELING

Tasks: vaccinating, examining animals and or picking up animals

Frequency: frequently, several times an hour

7. REACHING

Tasks: cleaning, retrieving animals, vaccinations, inventory, identification

Hands Used: RIGHT LEFT **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Both	Daily	Frequently	Less than 10 lb
21-36"	Straight and angled	Daily	Frequently	Less than 10 lb

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature		X
Noise	X	
Fumes/ odors	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>90</u> % of time
Outside	<u>10</u> % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling & disposing of Biohazards	X	

10. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Including but not limited to computer, phone, fax machine, copy machine, spray bottles, latex gloves, needles, knives, catch poles, nets, muzzles, carriers, carts, vehicles, stretchers, and other surgical tools and equipment.

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		1-2 hours per day
Grasp	X		Frequently (90% of time)
Fine Motor (i.e., writing, twisting hands or wrist, etc.)	X		Frequently (90% of time)



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date