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Veterinary Technician

JOB CODE	JOB FAMILY	PROFILE
JCV524	**Animal Care Services**	**Veterinary Technician**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$22.81 - $36.01**	**April 10, 2026**

The Veterinary Technician assists veterinary medical staff in the provision of medical and surgical care of animals. Performs a range of medical and laboratory procedures, such as performing laboratory tests, processing tissue samples, analyzing results, and treating animals. Provides medical imaging, anesthesia, surgical, and post-operative support for animals, including euthanasia, behavioral assessments and cremation procedures.

Job Description

DUTIES AND RESPONSIBILITIES

- Assists in high-volume shelter spay/neuter (including pediatric) and all other surgical/dental procedures performed at BCACS; manages all aspects of the procedures as the induction technician to include reviewing animal records, using dosing charts to prepare premed and induction drugs, properly logging all controlled substances, leading Veterinary Assistants on surgical procedure order, and entering surgical notes into medical records.
- Performs daily setup of the surgical suite and performs pre-surgical equipment checks and maintenance to ensure properly functioning equipment.
- Performs surgical preparation of patients including IV catheter placement, intubation of animals, surgical site preparation, anesthetic monitoring, and patient recovery.
- Responsible for cleaning all surgical instruments daily, preparing surgical packs, and operating sterilization equipment; Cleaning, sanitizing, and disinfecting treatment area and surgical suite daily; Restocking medical supplies and controlled substances.

- Responsible for receiving daily drop-off and releasing animals that come into the facility from public citizens and foster homes for surgical procedures. Reviews with citizens post-operative care instructions and/or medical conditions of animals.
- Responsible for daily observation of health and welfare of animals in the clinic and in the shelter under medical treatment. Assists the Veterinarian with daily rounds. Reports injuries and/or irregular behavior of animals to Veterinarian, Director, and/or Sheltering Manager. Performs initial assessment on the health observations reported by staff and volunteers and advises the Veterinarian regarding animals that need further medical care. Assists with triage and treatment of emergency patients.
- Assists in the identification of possible infectious disease and disease outbreaks. Works with the Veterinarian and other staff to take appropriate preventive action. Follows established guidelines for the proper use of Personal Protective Equipment (PPE).
- Medicates and performs treatments on hospitalized animals. Properly logs controlled substances. Performs laboratory procedures, sample collection, and testing as directed. Enters and maintains animal health, treatment, test results, surgery, and medication records in the database for all animals.
- Responsible for daily husbandry and care of animals in the clinic, transition, and isolation areas; restocking supplies; and disinfecting medical outdoor exercise areas following proper sanitation protocols.
- Administers vaccines, performs microchipping, and performs physical examinations on new arrivals, foster animals, and recheck appointments.
- Responsible for performing radiographic studies, following radiation safety protocols, under the direction of the Veterinarian.
- Assists with or performs euthanasia of animals; ensures safe and humane handling of animals and drugs during procedure. Prepares necessary paperwork for laboratory testing of rabies suspects.
- Maintains inventory of medications, vaccines, and medical supplies to ensure availability and timely ordering. Removes expired products.
- Responsible for accumulating annual Continuing Education Credits to maintain Registered Veterinary Technician (RVT) and Euthanasia Technician (EUT) licenses through the New Mexico Board of Veterinary Medicine.
- Trains and teaches Veterinary Assistants, students, interns, and other staff.
- Performs duties of lower-level classifications, as needed in emergent situations, to provide adequate coverage and customer service; works as a team with department staff to ensure cross-functionality and back-up support as needed.
- Promotes humane awareness towards the care and treatment of animals through training, education, and outreach programs.
- Assist with medical functions for emergency disaster operations.
- In certain roles, responsibilities may involve performing euthanasia tasks.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Associate degree in Veterinary Technology and licensed in the state of New Mexico or able to obtain New Mexico Veterinary Technology licensure within 6 months of the date of hire.
- Four (4) years of work experience in animal health care, working with animals in a clinic, shelter, or professional animal establishment.
- Must possess and maintain Veterinary Technician Licensure in accordance with New Mexico Board of Veterinary Medicine rules and regulations.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Individuals performing euthanasia are required to hold a valid license as a Euthanasia Technician issued by the State of New Mexico Board of Veterinary Medicine.
- Prior to performing euthanasia tasks, approval from the Director of Animal Care must be obtained.

WORKING CONDITIONS

- Duties are performed primarily indoors, although duties may be performed outdoors when managing field operations or doing field investigations. When duties are performed outdoors, a county vehicle may be used.
- Indoor duties are performed in a temperature-controlled environment.
- Worker is exposed to natural weather conditions while performing outdoor duties.
- Indoor duties are performed in a facility setting with cement, carpeted or tiled floors.
- Outdoor duties are performed on surfaces which may be even or uneven, wet, or dry. Stairs may be required in performing indoor or outdoor duties. Outdoor duties may be performed on natural ground, asphalt, concrete, snow, ice, or mud.
- Work hazards or potential work hazards include use of vehicles, stairs, exposure to extreme weather conditions, driving in adverse weather conditions, and handling animals.

- Worker will be exposed to animals, aggressive animals, animal bites, disease, odors, animal dander, animal by-products and chemicals.
- Worker performs duties alone or as part of a select team.
- Worker is exposed to intermittent noise or vibration factors, particularly when driving County vehicle over unsurfaced roads.
- Worker may be required to be on-call as necessary to include evening, weekends and holidays.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment used in performing duties includes computer, multi-line telephone, two-way radio, facsimile (fax) machine, photocopy machine, and computer printer.
- Operates a variety of veterinary diagnostic and surgical equipment and instruments and animal care and handling equipment in a humane, safe and effective manner.
- Handles a variety of forms and paperwork, writing utensils, and other basic office supplies while performing duties.
- May use a variety of equipment including but not limited to a net, rope, leash, snare, squeeze cage, halters, tranquilizing equipment, ladders, horse trailer, and camera in the performance duties.
- Operates a county vehicle as needed.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.