



Job Title:	Surgical Technician Assistant Facilities and Maintenance Technician
Department:	Shelter Operations Shelter Operations- Clinic
Job Classification:	Full Time; Hourly, Non-Exempt Position Part-Time, non-Exempt 15-20 hours p/week
Job Relationships:	Reports to the Director of Operations. Works daily with the Surgical Technician Team, Veterinarians, Animal Care and Guest Services Teams. Reports to Facilities and Maintenance Manager
General Purpose:	To support the Veterinarians in the spaying and neutering of pets by providing surgical preparation. Responsible for the maintenance and care of the ARLGP campus

PRIMARY PURPOSE: ~~To facilitate the efficient operation of the shelter and additional buildings in accordance with established policies and procedures and to ensure the proper repair, maintenance and cleanliness of facilities, equipment, and grounds.~~

PRIMARY RESPONSIBILITIES:

- ~~Perform and provide surgery preparation and post-operative care for cats, dogs, rabbits, guinea pigs and rats, including anesthesia induction, monitoring, recovery, examination, and administering necessary medications.~~
- ~~Work closely with Animal Care Team and Guest Services Team to organize surgical schedules based on the needs of the animal guests within the shelter and the public making appointments.~~
- ~~Assess and consider daily 1) the safety of our employees, 2) the security of our assets and 3) service we provide to our customers 4) the appearance of our properties~~
- ~~In coordination with the Facilities and Maintenance Manager, Surgical Technician Team and clinic volunteers, maintain the overall cleanliness, appearance, safety and functionality of the premises, clinic, it's equipment, kennels and cages.-~~
- ~~Maintain a professional relationship with volunteers while providing them with a rewarding experience and proper training.~~
- ~~Monitor clinic patients.~~
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- Assist with maintaining a working-level inventory of the materials and supplies
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- Interact professionally and positively with the owners of public pets, providing post-operative care information, as well as information on routine care such as vaccines, heartworm prevention, flea and tick prevention, etc.
- Enter and maintain accurate medical records.
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ADDITIONAL RESPONSIBILITIES:

- Clean and pack surgical instruments
- Run autoclave as needed
- Administer vaccinations and other injections
- Assist with equipment maintenance
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NECESSARY SKILLS:

- Proficient with safe and humane restraint techniques for cats, dogs and various small animals in different situations and for various procedures
- Exceptional attention to detail
- Ability to remember and follow verbal instruction
- Able to interact safely with pets who are in pain or under stress
- Have the ability to administer medications and fluids, execute blood draws and IV catheterization
- Able to accurately and quickly do basic mathematical calculations
- Be able to work as part of an interdependent group, while being self-motivated to execute one's share of the responsibilities
- Excellent communication skills, strong organizational skills, and the ability to work effectively with others inside the clinic and across the organization
- Computer literate with the ability work in the shelter's pet management software, PetPoint, email, internet and Microsoft Office programs
- Pleasant and professional phone demeanor
- Knowledge of surgical veterinary technician responsibilities and procedures
- Knowledge of safe animal handling and restraint
- Proactive, positive, 'recycle, reuse and repurpose' attitude
- Valid Maine driver's license with good driving record
- Reliable transportation

WORK ENVIRONMENT

- Duties of the job are performed in an animal shelter/animal clinic setting
- The employee is frequently exposed to odors or airborne particles including animal fur, disinfecting chemicals which can be toxic and zoonotic diseases

- Consistently exposed to animals and animal allergens under conditions without alterations available
- Due to the nature of shelter work, the employee may be exposed to fractious animals, deceased animals or animals in poor physical or mental health
- The noise level in the work environment can be very loud
- Must be able to lift at least 50 lbs. with reasonable accommodations
- Able to climb stairs unassisted
- Able to scoop, bend, twist, lift, squat, kneel, grip and reach
- Able to stand for several hours up to an 8-hour shift
- Able to sit at a computer work station and type and use a mouse for 2-4 hours at a time as part of normal job functions
- Move about the building and campus consistently