

Effective Date: July 1, 2015

VETERINARY TECHNICIAN SUPERVISOR

I. DEFINITION

VETERINARY TECHNICIAN SUPERVISOR

This is highly responsible Veterinary Technician Supervisory work in the UW-Madison's School of Veterinary Medicine Facilities at the Veterinary Medical Teaching Hospital. Under general supervision, this position supervises the technical work performed by Veterinary Technicians. This position is responsible for achieving and maintaining optimum levels of animal care on a daily basis in all specialty areas of the Veterinary Medical Teaching Hospital. This position assists the professional veterinary medical staff in meeting long-range instructional and veterinary practice goals established for the Veterinary Medical Teaching Hospital; develops procedure and protocol reference materials for use in training new veterinary technicians and students; works with subareas to enhance productivity and develop team cooperation; and initiates informative memos regarding VMTH procedures and formats. The work performed requires considerable independent action, discretionary judgment and decision-making ability, as well as extensive knowledge of the technical skills utilized by Veterinary Technicians.

Examples of work performed:

- Effectively recommends the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline and adjustment of grievances of Veterinary Technicians.
- Supervises the technical work performed and coordinates projects with area leadwork Veterinary Technicians.
- Oversees the scheduling of Veterinary Technicians and coordinates with other supervisors to ensure adequate staff coverage in all areas of the VMTH.
- Assists VMTH professional staff in determining program goals, projecting needs and resolving personnel problems through conferences and/or written reports.
- Participates in evaluations of lower level Veterinary Technicians, student and temporary employees.
- Develops procedure and protocol reference materials for use in training new Veterinary Technicians and students.
- Establishes and maintains all necessary records.
- Initiates informative memos regarding VMTH procedures, format, requests, and reminders.
- Works with subareas to enhance productivity and develop team cooperation.
- Participates in problem solving activities in subareas.
- Performs technical responsibilities in a back-up capacity for after hours staffing needs.

II. QUALIFICATIONS

The qualifications required for this classification will be determined at the time of recruitment. Special Requirement: Certification by the State of Wisconsin as an Animal Health Technician is required.