

Wildlife Center of Silicon Valley
Wildlife Technician Job Description
Year Round *Weekend & Holiday Shifts Required*

Title: Wildlife Technician

Classification: Non-Exempt, 25 hours per week

Hourly Rate: \$15.00/hour

Reports to: Hospital Manager

Summary

The Wildlife Center of Silicon Valley is a nonprofit organization that since 1993 has been committed to providing the highest quality care and rehabilitation for urban wildlife and to promoting a mutually beneficial and respectful co-existence between humans and wildlife in our communities.

The Wildlife Technician is a professional position that requires teamwork and flexibility. This position is responsible for providing high quality care and treatment of injured, sick, or orphaned wildlife, including a wide variety of songbirds, raptors, corvids, waterbirds and small, medium and large mammals admitted to WCSV. Incumbent works directly with the Hospital Manager to ensure that policies and procedures are adhered to and that volunteers and interns are satisfactorily trained, utilized and supervised. In the absence of the Hospital Manager, the technician on duty with the most seniority will oversee the staff and volunteers. This is a fast paced and high pressure position. The ideal candidate will be able to multitask and work efficiently and calmly under stressful circumstances.

Educational Background:

High school diploma or equivalent is required. Some college with a background in biology or a related animal science is desirable.

Essential Duties and Responsibilities:

- Provide support to WCSV's DVM, Hospital Manager, and other animal care staff members
- In conjunction with the Hospital Manager, ensuring compliance with all state and federal regulations and permits
- Oversee sections of the hospital as scheduled by the Hospital Manager. For example: Oversee baby bird room and nursery from May – August.
- Perform all cleaning tasks and animal care tasks in the absence of volunteers
- Follow all cleaning schedules that the Hospital Manager provides to techs on a weekly basis.
- Clean and disinfect animal crates and enclosures as necessary to maintain a safe environment
- Perform other duties as assigned by the Hospital Manager as well as the Executive Director to ensure a positive public image, enhance the operation of the organization and improve the quality of life for animals
- Ability to perform euthanasia in accordance with WCSV policies and state and federal laws. The Wildlife Technician must obtain euthanasia certification within the probationary period and be comfortable with performing euthanasia
- Participate in and help supervise triage room activities as necessary during your shift. Triage room schedule will be determined by the Hospital Manager

- Perform lab work and radiology in accordance with established protocols set by the Hospital Manager and the DVM
- Help oversee hospital operations when Hospital Manager is not on shift
- Communicate professionally with coworkers, volunteers and the general public
- Assist with volunteer training and development on your shift
- Communicate with the Volunteer Manager and Hospital Manager regarding volunteer needs/concerns
- Assist with incoming animal patients when administrative staff are absent (mainly weekends)
- Obtain accurate information pertaining to the animal and reporting party, including acceptance and recording of donations
- Identify incoming animal patients and helping to ensure that correct diet, course of treatment and housing are established
- Assist the Hospital Manager in placing wildlife in home care, and transferring animals to other rehabilitation organizations
- Maintain detailed medical records in WCSV's database, and other paperwork as required and in accordance with WCSV protocols
- Make sure all whiteboards are updated with appropriate instructions at all times
- Prepare and update all medical charts as needed
- Oversee patients daily progress and the preparation of animal food as necessary
- Work with shift captains, volunteers and interns to ensure the highest standards of hygiene, husbandry and safety
- Assist the Hospital Manager to ensure timely and geographically appropriate releases
- Take a minimum of 2 continuing education requirements as they relate to the position

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 Qualifications

- Must be professional and a team player
- Familiarity with California Wildlife
- Ability to work under state and federal regulations and guidelines set by California Department of Fish and Wildlife, and United States Fish and Wildlife Services
- Ability to work cooperatively, maintain enthusiasm, take initiative while working under pressure, and contribute to a positive and friendly work environment
- Rabies vaccinated or willing to become vaccinated
- Good written and verbal communication skills
- Ability to add and subtract, multiply and divide. Ability to perform these operations using units of American money, weight measurement and volume
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations
- Basic knowledge of Microsoft Office and computer keyboarding skills preferred

Physical Demands

The physical demands described herein represent essential components of the job of working with wildlife care and rehabilitation. They include, but are not limited to the following: able to lift or move up to 50 lbs, stand on a concrete floor for up to 10 hours a day, use hands and fingers to handle or feel, kneel, crouch, stoop, or crawl, reach to an arm's length, 20/20 vision. While performing the tasks listed elsewhere in this document, incumbent is routinely exposed to toxic or caustic chemicals, zoonotic diseases, frightened and aggressive animals, inclement weather conditions, noise and risk of radiation.

Schedule

Schedule for this position starts April 1st and ends on September 30th. Any changes to this schedule must be approved by the Hospital Manager.

Tentative Spring/Summer Schedule April 1, 2019 – September 30, 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
OFF	OFF	10a-3p	10a-3p	3pm-8pm	3pm-8pm	8am-1pm