# Forest Preserve District of DuPage County

## JOB DESCRIPTION

### Job Title:

Staff Veterinarian

### Job Code:

413

### Business Unit:

Community Services & Education / Willowbrook

### FLSA Status:

Exempt

### Manager Title:

Wildlife Rehabilitation & Research Manager

### Last Date Reviewed:

February 21, 2020

## Job Purpose

This position serves as the supervisor of animal medical care and the primary doctor for all incoming wild patients and resident animals.

## Essential Duties and Responsibilities

- Serve as the primary doctor for all incoming wild patients and resident animals
- Provide training and feedback to the staff, students, volunteers and interns
- Collaborate with the rehabilitation, education and administrative teams to ensure best practices are consistently implemented
- Assist with administrative duties including equipment maintenance and purchase, inventory monitoring, substance management, and budget creation
- Oversee medical resources, medical library maintenance, and medical protocol development
- Support the planning and coordination of research projects
- Arrange specialist visits, coordinate with public health, and support District mission related projects
- Perform other duties as required

## Education and Experience Required

### Education:

A Doctorate in Veterinary Medicine from a four (4) year accredited College of Veterinary Medicine with subsequent state licensure is required for this position.

### Related Experience:

One (1) year experience in clinical practice required, preferably with two (2) years supervisory experience; or equivalent combination of training and experience.

### Special training or other license, certification, etc.:

 DEA licensure, State of Illinois medical licensure, State of Illinois Controlled Substance licensure, National Veterinary Accreditation Level 2.

### Knowledge Of:

Principles and practices of veterinary medicine; safe handling, restraint, and transportation of a variety of wildlife; varieties and species of local wildlife.

### Skills In:

Diagnosing and treating a variety of disease and illness in local wildlife; use of surgical tools and equipment used in the execution of duties; prioritizing and managing multiple tasks and projects; working effectively in a high-stress environment; safe handling, restraint, and transportation of a variety of wildlife; working effectively with others; communicating effectively, verbally and in writing.
Onboarding/Training Requirements:  
Criminal Background Check  
Driver’s License Check  
Drug Screen  
Isoflurane Handling Standard Operating Protocol  
Mandated Reporter – Abused and Neglected Child Reporting  
National Sex Offender Registry Check  
Rabies Inoculation Series  
Youth Protection Standards Training  

Working Environment and Physical Effort Required

<table>
<thead>
<tr>
<th>Activity</th>
<th>None</th>
<th>Under 30%</th>
<th>30% to 60%</th>
<th>Over 60%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walk</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sit</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Use hands to finger, handle or feel</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Reach with hands and arms</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Climb or balance</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Stoop, kneel, crouch, or crawl</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Talk or hear</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Taste or smell</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Check the highest work level required to perform related to lifting or pulling/pushing

<table>
<thead>
<tr>
<th></th>
<th>Sedentary</th>
<th>Light</th>
<th>Medium</th>
<th>Heavy</th>
<th>Very Heavy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximums</td>
<td>10 lbs.</td>
<td>20 lbs.</td>
<td>50 lbs.</td>
<td>100 lbs.</td>
<td>Over 100 lbs.</td>
</tr>
<tr>
<td>Frequency</td>
<td>Small</td>
<td>10 lbs.</td>
<td></td>
<td>25 lbs.</td>
<td>50 lbs.</td>
</tr>
</tbody>
</table>

Describe below the specific duties that require the physical demands checked above.

<table>
<thead>
<tr>
<th>Description</th>
<th>Constant motion light duty work, mainly indoors, with frequent exposures to noxious gases, biohazardous waste, dangerous wildlife and numerous zoonotic diseases. Exposure to the elements is not uncommon.</th>
</tr>
</thead>
<tbody>
<tr>
<td>X Other</td>
<td>(describe)</td>
</tr>
</tbody>
</table>

Does the position require personal protective equipment (e.g. safety glasses, steel toe shoes, respirators, etc.)?

<table>
<thead>
<tr>
<th>Description</th>
<th>Eye protection, exam gloves, kevlar and leather gloves, nets, towels and sheets, surgical garb (cap, mask, sterile gloves), sturdy work boots.</th>
</tr>
</thead>
<tbody>
<tr>
<td>X Other</td>
<td>(describe)</td>
</tr>
</tbody>
</table>

Disclaimer: This description is not designed to contain a comprehensive listing of all activities, duties, or responsibilities required of the job.