



JOB POSTING

POSTING DATE: 12/05/2025 **POSITION:** Assistant Surgery Supervisor

CLOSING DATE: Open until filled **STATUS:** Full Time / Non-Exempt

REQUIRED EXPERIENCE: 2 years of high-volume spay/neuter experience preferred

REQUIRED EDUCATION: High school diploma and training in an animal care facility or veterinary office

PREFERRED: Licensed Veterinary Technician **BASE:** DOE

JOB DESCRIPTION

The Assistant Surgery Supervisor must have a strong background in veterinary medicine and be familiar with routine veterinary practices, procedures, and patient management. This position will assist in overseeing the operation of all veterinary services, which include shelter and public animal spay/neuter, as well as diagnosis and treatment of injured and ill animals. This position will assist in assigning duties, supervising and evaluating surgery technicians. This position will be under the direct supervision of the Surgery Services Supervisor.

RESPONSIBILITIES

- The Assistant Surgery Supervisor helps ensure the completion and thoroughness of patient management, both when the supervisor is present and takes the lead when they are absent. Care may be delegated, but the assistant supervisor is ultimately responsible for ensuring its completion. This includes working directly with the veterinarians and clinic staff to maintain detailed communication regarding scheduling rechecks, bandage changes, physical therapy, and any additional care and medication.
 - Communicate effectively internally and externally.
 - Responsible with the Surgery Services Supervisor for training new hires in the surgery department. This includes on-the-job training for proper skills needed for restraint, patient care/management, vaccination/blood draws, surgical preparation skills, and dosage calculation as needed for their specific job description.
 - Assist in supervising, scheduling, and evaluating all surgery staff
 - Responsible for ordering supplies and equipment from vendors.
 - Responsible for assisting with monthly inventory with the current POS system
 - Responsible for assisting in maintaining controlled substances in the surgery suite.
 - This includes ordering and correctly storing controlled substances.
 - Properly logging and maintaining the electronic drug log.
 - Maintaining records of invoices, and performing monthly inventory audits.
 - All records must be within DEA standards at all times.
 - Handle medical questions and explanations from the public and staff in lieu of direct veterinary interaction.
 - Responsible for liaising with veterinary technician schools and arranging student intern training as requested
 - Follow all written and verbal communication of departmental standard operating procedures.
 - Capable of monitoring surgical patients during procedures and recovery with a clear idea of abnormal conditions
 - Able to respond appropriately during an emergency
 - Follow directions from a veterinarian and direct others during the event of an emergency, and maintain competency during CPR procedures.
 - Ensure prompt and accurate paperwork procedures are followed each day
 - Assists in monitoring equipment for proper operation (autoclave, digital x-ray, hose units, anesthesia machines, SpO2 monitors, etc.)
 - Capable of learning how to operate all equipment and provide proper maintenance
 - Responsible for all surgical laundry as well as maintaining a daily laundry cycle to ensure proper clean supply is available
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- Assists in maintaining clean kennels throughout the surgery day by removing and replacing soiled newspapers or towels as necessary
 - Assists in the cleaning and sterilizes cages before and after surgery according to specific instructions
 - Must know the names of surgical instruments used in a spay/neuter practice
 - Must be capable of providing equipment to the veterinarian sterily
 - Assists in cleaning instruments and preparing them for further sterilization when needed
 - Responsible for using the ultrasonic cleaner and autoclave machines to clean and sterilize instruments
 - Monitors supply needs and communicates to supervisor what is needed in a timely manner
 - Identifies problems and notifies supervisor, veterinarian(s), or medical director
 - Performs or assists with the euthanasia of animals by injection as required. If not currently euthanasia certified, must be willing to become so.
 - Responsible for any other tasks assigned
 - Be an outstanding example of the values of the SAHS in all interactions: Respect, Responsibility, Integrity, Customer Service, Adaptability, and Compassion.

KNOWLEDGE, SKILLS & ABILITIES

- Excellent mathematical skills and attention to detail
- Demonstrated ability to plan, organize, and work with minimal supervision
- Demonstrated interpersonal skills and flexibility in dealing with people and projects
- Demonstrated ability to communicate effectively orally and in writing
- Computer proficient in Microsoft Office (Word, Excel spreadsheets, etc.)
- Must be able to maintain a high level of confidentiality and judgment

ADDITIONAL SKILLS

- Treats all animals humanely, with compassion and concern, both on and off the job, and transmits these values to others
- Must be committed to a high standard of safety and comply with all safety laws and all of the employer's safety policies and rules.
- Must report safety violations or potential safety violations to appropriate supervisory or management personnel.
- Valid driver's license.

PHYSICAL REQUIREMENTS

- Must stand, walk, bend, and stoop to perform duties
- Must have the ability to perform prolonged physical activity
- Must be able to stand for 8 hours
- Ability to lift 50 lbs.
- May be expected to work weekends, holidays, and off hours
- The job may require performance of tasks that involve the potential for exposure to blood, body fluids, or tissues, animal, and human.
- Potential for exposure to zoonotic diseases
- Exposure to high noise levels when in kennel area, chemicals used to sanitize facilities, vehicles, or equipment, and other physical situations involving all animal life.
- Potential for animal bites and scratches while handling animals

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