
Auburn University Job Description

Job Title: **Supv, Vet Hospital Svc Support**

Job Family: No Family

Job Code: **IA02**

Grade FM12 \$38,200 - \$57,300

FLSA status: Non-exempt

Job Summary

The Vet Hospital Services Support Supervisor manages the daily operations and assigns tasks to team members and oversees the buildings and equipment of the hospital and other building to include preventative maintenance, safety, cleanliness, hazardous waste monitoring. Responsible for maintaining and ordering medical oxygen for the teaching hospital, multipurpose lab, and the Raptor center. Orders all cleaning supplies and maintains an appropriate inventory of supplies. Handles occasional special requests from clinical services of all kinds depending on specific patient needs.

Essential Functions

1. Oversees logistical control over all animal care equipment and supplies. Monitors and maintains all medical oxygen plus specialty gases at Wilford & Kate Bailey Small Animal Teaching Hospital (VTH), Hoerlein Spay and Neuter, Multi Purpose Building/Junior Surgery, and the Southeastern Raptor Center. Communicates with vendors to place orders for medical gas, manifold parts, and air supply lines when replacement is needed. Communicates with the appropriate personnel to approve access for vendor drivers yearly as they are replaced. Contacts appropriate personnel for severe issues needing professional service. Stocks anesthesia's oxygen holding room with small oxygen tanks used on gurneys daily.
 2. Inspects all areas of the Veterinary Teaching Hospital (VTH) including the grounds, exercise yard, and other clinical facilities for cleanliness, orderliness, and safety. Identifies any maintenance issues found or brought to my attention through the VTH. Performs maintenance and/or coordinates work with Facilities Management.
 3. Provides daily supervision, monitors daily job performance, and assists the service support team. Responsible for all training, scheduling, assigning duties, and prioritizing details.
 4. Acts as representative for department head and hospital administrator in dealing with selected vendors, merchants, and staff of other University units. Communicates with hospital faculty, administration, staff, and students to keep them informed on various issues. Responds to requests, answers any questions or concerns, and solves problems as they arise.
 5. Monitors and maintains the required inventory of supplies needed by the Service Support Department. Communicates with various vendors and staff to place orders, coordinate deliveries, and pickups. Ensures all supplies and equipment are stocked or distributed throughout the VTH.
 6. Oversees maintenance of central vacuum system, departmental vehicles, golf carts, and laundry equipment. Responsibilities to include ensuring the vacuum system is cleaned routinely, maintaining motors by greasing routinely and replacing filters quarterly, replacing exhaust flaps as needed, and communicating work orders for servicing issues with departmental vehicles.
 7. Repairs equipment including minor repairs to teaching equipment. Trains technicians on proper procedures and protocol for operating equipment.
 8. Ensures for hazardous waste protocols and procedures are followed to include ensuring all waste containers are properly packaged, manifests are properly placed, and transported to the Hazardous Waste Accumulation Room for storage. Communicates with Risk Management regarding any issues or concerns brought to my attention by faculty or staff.
 9. Performs other duties as assigned by the department head and/or supervisor.
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Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	5	Experience in facility maintenance.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of animal care facility management, standard operating procedures, and maintenance.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 7/15/2022
